



Esquimalt Police Department

Section 40 (*Police Act 1996*) Inspection Report

Standards Compliance Examination

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EXECUTIVE SUMMARY

The Police Services Division, Ministry of Attorney General, conducted a standards compliance examination of the Esquimalt Police Department (EPD) in November, 1998. This report completes a Section 42 audit initiated in April, 1997 by the BC Police Commission. The standards compliance component of the audit was postponed in September, 1997 to allow the EPD more time to develop and implement policy and procedures. An interim issues report was presented to the Esquimalt Police Board in February, 1998.

The results of the standards compliance examination show that the EPD has developed and implemented a large majority of policies and procedures required by the Provincial Standards for Independent Municipal Police Departments. The EPD now complies with eighty eight per cent of the 433 provincial standards. Department management was informed of all current deficiencies of which all will be addressed in the near future. The EPD has done a good job of improving department policies and procedures and all department contributors are commended for their efforts.

ESQUIMALT POLICE DEPARTMENT

SECTION 40 (POLICE ACT) INSPECTION

Part I. INTRODUCTION

The Esquimalt Police Department (EPD) Section 42 inspection process began in April, 1997. In February, 1998 an interim issues report was presented to the Esquimalt Police Board by the BC Police Commission.¹ The reader is referred to the Esquimalt Police Department Interim Issues Report for the description of staff interview methodology and reporting of findings.

The standards compliance examination was not included in the February, 1998 presentation to the Police Board. This report completes the process by documenting a standards compliance examination of department policies and procedures. The inspection team determined that the department would benefit from a further period to fully develop, disseminate and implement the new policy and procedure manual.

METHODOLOGY

The BC Association of Chiefs of Police and the BCPC compiled a set of four hundred and thirty three standards to be met by the municipal police departments of British Columbia. The standards are intended to provide uniform guidelines for the establishment of comprehensive policies and procedures that guide the department in day-to-day operations. This allows flexibility to inspect all municipal departments without comparing one against another. One stated goal of standards implementation is the provision of uniform policing services across the province.

The standards cover five broad categories:

- a. Police Role and Responsibilities;
- b. Department Management;
- c. Personnel Management
- d. General and Specialized Operations; and
- e. Support Services.

¹ On July 1, 1998, a revised *Police Act* dissolving the BC Police Commission was proclaimed. Under the new Act the responsibility to inspect and report on independent municipal police departments passed to the Police Services Division, Ministry of Attorney General. Please note that Section 42 inspections, under the 1989 Act are now contained in Section 40 of the 1996 Act.

Under these headings, sub-headings such as Direction, Recruitment, Training, Tactical Operations and records, to name a few, are found. For more detailed information about the Standards please consult the Provincial Standards for Municipal Police Departments in British Columbia (available from the Police Services Division).

The inspection team examined Esquimalt Police Department policy, procedure and practice against applicable standards. Many standards require written policy. The presence of written policy and the practice of attendant procedures are required for the standard to be met. If a standard is not met due to an absence of policy or lack of implementation then a binding recommendation for the department to comply is written.

An Opportunity for Improvement (OFI) is a non-binding suggestion made by the inspection team. The OFI is based on an inspection team observation concerning a particular aspect of operations or administration that may be improved by an alternative practice.

RESOURCES

This standards compliance inspection was conducted and the report prepared by:

- Inspector Harvey Stevenson, Executive Officer, Police Services Division;
- Jeremy Higgs, Contractor, Police Services Division; and
- Dot Harty, Executive Secretary, Co-ordinated Law Enforcement Unit.

Part II. STANDARD A POLICE ROLE AND RESPONSIBILITIES

A1 POLICE ROLE AND RESPONSIBILITIES

The Esquimalt Police Department is in the process of developing comprehensive policy for all standards found in A1.1. The Department recently developed a mission statement with input from sworn and non-sworn staff. In addition, goals and objectives for 1999 were similarly written. The senior management and police board are committed to developing long term goals and objectives during 1999.

A1.1 POLICE ROLE

A1.1.1 Written policy requires the formulation, annual review, and updating if necessary, of the department's mission statement, which is made available to all personnel.

Finding(s):

- ☐ Standard met. Chapter AA30 Role and Planning. (Mission Statement updated November 1998).

A1.1.2 In support of the mission statement, written policy requires the formulation and annual review of written goals and objectives for each component and function.

Finding(s):

- ☐ Standard met. Chapter AA30 Role and Planning. (The formulation of written goals and objectives commenced in November 1998).

A1.1.3 Written policy designates identifiable positions within the department that are responsible for each component and function.

Finding(s):

- ☐ Standard met. Chapter AA10 Organization.

A1.1.4 Written policy establishes procedures for obtaining input from all personnel levels within the department in the development of department goals and objectives.

Finding(s):

- ☐ Standard met. Chapter AA30 Role and Planning.

A1.1.5 Written policy requires an annual written report by each organizational component and function, submitted to the chief constable, stating the progress made toward the attainment of goals and objectives.

Finding(s):

- ☐ Standard met. Chapter AA30 Role and Planning.

A1.1.6 Written policy describes the department's conflict of interest guidelines.

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

Recommendation(s): None.

Opportunities for Improvement: None.

A1.2 USE OF FORCE

The Esquimalt Police Department has two qualified firearms instructors and one use of force technique instructor. Members qualify with firearms and use of force techniques on an annual basis.

A1.2.1 Written policy recognizes that the authority for the use of force is found in the Criminal Code.

Finding(s):

- ☐ Standard met. Chapter OH20 Use of Force.

A1.2.2 Written policy governs the discharge of warning shots.

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms.

A1.2.3 Written policy governs the storage and carrying of firearms, ammunition, and other weapons while off duty.

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms.

A1.2.4 Written policy governs the use and control of weapons and ammunition issued by the department.

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms and Chapter OH20 Use of Force.

A1.2.5 Written policy establishes the procedures for firearms and weapons inspections, and the replacement of ammunition.

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms and Chapter OH20 Use of Force.

A1.2.6 Written policy requires that only officers trained and demonstrating proficiency in the use of department authorized firearms or weapons be allowed to carry and use such firearms or weapons.

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms and Chapter OH20 Use of Force.

A1.2.7 Written policy requires each officer to qualify at least annually with any firearm or other weapon that the officer is authorized to use.

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms.

A1.2.8 Written policy requires that only firearms, ammunition, and other weapons authorized by the Chief Constable be used in the performance of duty.

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms.

A1.2.9 Written policy requires a written report be submitted whenever an officer or other employee:

- *takes an action that results in (or is alleged to have resulted in) injury or death of another person, including the officer or any other officer;*
- *applies force through the use of a weapon;*
- *discharges a firearm, other than in training; and/or*
- *applies force by any means, other than routine hand-cuffing or low levels of restraint.*

Finding(s):

- ☐ Standard met. Chapter OH10 Firearms and Chapter OH20 Use of Force.

A1.2.10 Written policy includes procedures for reviewing incidents in which an officer applies force by means of a weapon, firearm, lateral neck restraint, or the application of force, by any means, other than routine handcuffing or low levels of restraint and compliance.

Finding(s):

- ☐ Standard met. Chapter OH20 Use of Force.

A1.2.11 Written policy establishes criteria concerning the assignment of an officer whose use of force results in a death or grievous bodily harm.

Finding(s):

- ☐ Standard met. Chapter OH20 Use of Force.

A1.2.12 Written policy requires that only officers trained and demonstrating proficiency in applying the lateral neck restraint are authorized to apply this technique.

Finding(s):

- ☐ Standard met. Chapter OH20 Use of Force.

A1.2.13 *Written policy requires each officer authorized to apply the lateral neck restraint, to qualify at least annually in applying this technique.*

Finding(s):

- ☐ Standard met. Chapter OH20 Use of Force.

Recommendation(s): None.

Opportunities for Improvement: None.

A2 JURISDICTION AND CENTRALIZED SERVICES

A2.1 JURISDICTION

A2.1.1 *Written policy defines the geographical boundaries of the department's jurisdiction.*

Finding(s):

- ☐ Standard not met. Chapter AA20 Jurisdiction indicates the information is in an appendix. The aforementioned appendix was not included in the policy manual provided to the inspection team.

A2.1.2 *Written policy specifies the department's responsibilities as they relate to concurrent jurisdiction involving other police departments.*

Finding(s):

- ☐ Standard not met. Chapter AA20 Jurisdiction needs more information regarding concurrent jurisdiction.

A2.1.3 The terms of any departmental agreement concerning concurrent jurisdiction are specified in writing.

Finding(s):

- ☐ **Standard not met. Chapter AA20 Jurisdiction needs to specify any agreements of concurrent jurisdiction. For example, Craigflower Road and Admirals Road run through three jurisdictions.**

A2.1.4 Written policy requires compliance, within practicable limitations, with a request for temporary assistance made by another police department.

Finding(s):

- ☐ **Standard met. Chapter OB310 Request for Assistance.**

A2.1.5 If a joint forces unit operates in the department's service area, written policy establishes procedures governing the department's participation, communication, co-ordination and Cupertino with the unit.

Finding(s):

- ☐ **Standard met. Chapter OK70 Joint Forces Operations.**

Recommendation(s):

1. That the Esquimalt Police Department develop written policy defining the geographical boundaries of the departments jurisdiction in compliance with Standard A2.1.1.
2. That the Esquimalt Police Department develop written policy that specifies the department's responsibilities as they relate to concurrent jurisdiction involving other police departments in compliance with Standard A2.1.2.
3. That the Esquimalt Police Department ensure that the terms of any departmental agreement concerning concurrent jurisdiction are specified in writing in compliance with Standard A2.1.3.

Opportunities for Improvement: None.

A2.2 CENTRALIZED SERVICE

A2.2.1 If a regional or provincial police radio system exists, the department has access to the system

Finding(s):

- ☐ Standard not applicable.

A2.2.2 Written policy requires participation in, and conformity to, the centralized national fingerprint records system.

Finding(s):

- ☐ Standard not met. Chapter AF80, Centralized Services, needs to offer direction and mention the Victoria Police agreement.

A2.2.3 Written policy requires participation in, and conformity to, the Canadian Police Information Centre (CPIC) system.

Finding(s):

- ☐ Standard met. Chapter AF80 Centralized Services.

A2.2.4 Written policy requires participation in, and conformity to, the Uniform Crime Reporting (UCR) system.

Finding(s):

- ☐ Standard not met. Chapter AF80, Centralized Services, mentions the UCR system but does not offer any specific direction.

A2.2.5 If the department participates in the Police Information Retrieval System (PIRS), written policy requires compliance with standards, rules, and regulations as established by the Royal Canadian Mounted Police (RCMP).

Finding(s):

- ☐ Not applicable. Esquimalt Police Department uses the CHIEFS system contracted through Victoria Police Department.

Recommendation(s):

4. That the Esquimalt Police Department develop written policy that requires participation in, and conformity to, the centralized national fingerprint records system in compliance with Standard A2.2.2.
5. That the Esquimalt Police Department develop written policy that requires participation in, and conformity to, the uniform crime reporting (UCR) system in compliance with Standard A2.2.4.

Opportunities for Improvement: None.

A3 LIAISON WITH OTHER AGENCIES

A3.1 LIAISON

A3.1.1 Written policy establishes procedures for maintaining liaison with other agencies, and includes:

- local adult and youth courts;
- crown counsel;
- probation and parole agencies;
- adult and youth correctional agencies;
- social services;
- fire departments; and
- emergency medical services.

Finding(s):

- ☐ Standard met. Chapter OL10 Liaison with Other Agencies.

A3.1.2 Written policy establishes procedures for maintaining liaison with other police departments in adjoining jurisdictions or agencies having criminal investigative responsibilities in the department's service area.

Finding(s):

- ☐ Standard met. Chapter OL10 Liaison with Other Agencies.

A3.1.3 *The services and resources available through other public and social service agencies are described in writing.*

Finding(s):

- ☐ Standard met. Chapter OL10 Liaison with Other Agencies.

Recommendation(s): None.

Opportunities for Improvement: None.

Part III. STANDARD B DEPARTMENT MANAGEMENT**B1 ORGANIZATION****B1.1 ORGANIZATIONAL STRUCTURE**

The Esquimalt Police Department has an authorized policing strength of twenty-nine sworn members. This complement is comprised of a Chief Constable, a Deputy Chief Constable, five Sergeants, one Acting Corporal, and twenty-one Constables. Support staff include one confidential secretary, one switchboard operator, four dispatchers, two data entry clerks, four reserves, one senior clerk communicator and two part-time dispatchers.

B1.1.1 The department's organizational structure is described in writing.

Finding(s):

- ☐ Standard met. Chapter AA10 Organization.

B1.1.2 The department's organizational structure is depicted on an annually updated organizational chart and made available to all personnel.

Finding(s):

- ☐ Standard met. Chapter AA10 Organization.

B1.1.3 Written policy describes the mandate of each organizational component or function.

Finding(s):

- ☐ Standard met. Chapter AA10 Organization.

B1.1.4 Each organizational component or function is under the direction of only one supervisor.

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

B1.1.5 *Written policy establishes direction protocol in operational and administrative situations involving personnel of different components or functions engaged in a single operation.*

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

B1.1.6 *Written policy describes permanent boards and committees in terms of title, mandate, and membership.*

Finding(s):

- ☐ Standard met. Chapter AA10 Organization.

Recommendation(s): None.

Opportunities for Improvement: None.

B2 DIRECTION

B2.1 DIRECTION

B2.1.1 *The chief constable is designated as having the authority and responsibility for the management, direction, and control of the operations and administration of the department.*

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

B2.1.2 *Written policy designates the order of precedence for command authority in the event of the absence of the chief constable.*

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

B2.1.3 *Written policy states that supervisory personnel are responsible for the work related performance of employees under their immediate supervision.*

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

B2.1.4 *Written policy requires employees to comply with the lawful directions of supervisory personnel, including directions relayed from supervisory personnel by an employee of the same or lesser rank.*

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

B2.1.5 *Written policy requires that responsibility be accompanied by commensurate authority.*

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

B2.1.6 *Written policy requires supervisory direction to be available at all times.*

Finding(s):

- ☐ Standard met. Chapter AA50 Department Direction.

Recommendation(s): None.

Opportunities for Improvement: None.

B2.2 WRITTEN POLICY

The Esquimalt Police Department is in the process of developing a comprehensive policy and procedure manual. The manual generally follows the format of the generic provincial policy and procedure manual. At the time of this writing the manual was about 88% complete and total compliance of the provincial standards is anticipated by the summer of 1999.

It is understandable, in smaller departments such as Esquimalt with human resource constraints, that this onerous undertaking is a slow process.

B2.2.1 Written policy acknowledges the police board's role in the formulation and approval of standards, guidelines, and policies for the administration of the municipal police department.

Finding(s):

- ☐ Standard met. Chapter AA60 Policy Direction.

B2.2.2 Written policy requires that all rules approved by the police board be filed with the British Columbia Police Commission.

Finding(s):

- ☐ Standard met. Chapter AA60 Policy Direction.

B2.2.3 The department has a written policy that includes the following:

- *a description of the written policy system;*
- *procedures for indexing, purging, and revising policy; and,*
- *procedures for ensuring all employees are apprised of current policy.*

Finding(s):

- ☐ Standard met. Chapter AA60 Policy Direction.

B2.2.4 Written policy establishes procedures for review of a proposed policy prior to its submission to the police board for approval.

Finding(s):

- ☐ Standard met. Chapter AA60 Policy Direction.

B2.2.5 Written policy establishes procedures for the distribution of a policy manual.

Finding(s):

- ☐ Standard met. Chapter AA60 Policy Direction.

Recommendation(s): None.

Opportunities for Improvement: None.

B3 ADMINISTRATIVE REPORTING

B3.1 ADMINISTRATIVE REPORTING

B3.1.1 The department has a management information system, which includes:

- *statistical and data summaries of department activities; and,*
- *an administrative reporting program.*

Finding(s):

- ☐ Standard met. Chapter AE40 Information Management.

B3.1.2 Written policy specifies the department's administrative and operational reporting program, and includes:

- *a daily report;*
- *a monthly report; and,*
- *an annual report.*

Finding(s):

- ☐ Standard met. Chapter AE40 Information Management.

B3.1.3 The department has a system to ensure forms meet current requirements.

Finding(s):

- ☐ Standard met. The Chief Constable's Secretary maintains a file of all department forms and updates them as required.

Recommendation(s): None.

Opportunities for Improvement: None.

B4 PLANNING AND RESEARCH

B4.1 PLANNING AND RESEARCH

The size of the Esquimalt Police Department precludes having a dedicated planning and research section. The Department is utilizing both sworn and non-sworn staff in planning for the future.

The Esquimalt Police Department will soon undertake the development of a five year strategic operational plan with the participation of the Police Board.

B4.1.1 Written policy establishes the department's planning and research function.

Finding(s):

- ☐ Standard met. Chapter AE20 Research and Analysis.

B4.1.2 Written policy requires an annual analysis of operational activities, which includes the following items:

- type of activity;
- location;
- time; and,
- date.

Finding(s):

- ☐ Standard met. Chapter AE20 Research and Analysis.

B4.1.3 Written policy requires distribution of analytical reports to affected organizational units.

Finding(s):

- ☐ Standard met. Chapter AE20 Research and Analysis.

B4.1.4 *The department has a written multi year plan, which includes:*

- *goals and operational objectives;*
- *anticipated workload and population trends;*
- *anticipated personnel levels; and,*
- *anticipated capital improvements and equipment needs.*

Finding(s):

- ☐ **Standard not met. There is no multi-year plan as of yet. A one-year 1999 plan was recently completed.**

Recommendation(s):

6. That the Esquimalt Police Department develop a multi-year plan, which includes:
- goals and operational objectives;
 - anticipated workload and population trends;
 - anticipated personnel levels; and
 - anticipated capital improvements and equipment needs
- in compliance with Standard B4.1.4.

Opportunities for Improvement: None.

B5 CRIME ANALYSIS

B5.1 CRIME ANALYSIS

The size of the Esquimalt Police Department precludes having a dedicated crime analysis section. Due to the compact geographical boundaries of the Township of Esquimalt most members are readily aware of the ongoing criminal activities within the municipality. Several successful problem oriented policing (P.O.P) strategies are underway to combat problem areas.

B5.1.1 *Written policy establishes and governs the department's crime analysis function, including procedures for the following elements:*

- *collection, collation and analysis of crime data;*
- *geographic distribution of selected crimes;*
- *distribution of analyzed crime information; and,*
- *feedback analysis and program evaluation.*

Finding(s):

- ☐ Standard met. Chapter AE20 Research and Analysis.

B5.1.2 Written policy specifies the organizational components or persons to receive crime analysis information.

Finding(s):

- ☐ Standard met. Chapter AE20 Research and Analysis.

B5.1.3 Written policy governs the distribution of crime analysis information to sources outside the department.

Finding(s):

- ☐ Standard met. Chapter AE20 Research and Analysis.

B5.1.4 Written policy requires the use of crime analysis information in developing tactics, strategies, and long-range plans.

Finding(s):

- ☐ Standard met. Chapter AE20 Research and Analysis.

B5.1.5 The effectiveness and utilization of crime analysis information are documented.

Finding(s):

- ☐ Standard met. Crime analysis information is documented in the Police Board's Annual Report and is available to all members.

Recommendation(s): None.

Opportunities for Improvement: None.

B6 PERSONNEL ALLOCATION**B6.1 ALLOCATION OF PERSONNEL**

B6.1.1 *The department has a personnel list, which provides the following information:*

- *total authorized personnel strength; and,*
- *number of personnel, by rank and job title, assigned to each organizational component or function.*

Finding(s):

- ☐ Standard met. The list is maintained and kept in the Chief Constable's Secretary's office.

B6.1.2 *The department allocates personnel to organizational components or functions in accordance with anticipated workload assessments.*

Finding(s):

- ☐ Standard met. Senior management assesses the allocation and deployment of personnel on an ongoing basis and reassigns to fit demands.

B6.1.3 *At least annually, the department reassesses the allocation of personnel.*

Finding(s):

- ☐ Standard met. Senior management assesses the allocation of personnel on an ongoing basis.

B6.1.4 *The department maintains a map of its service area organized into identified reporting areas.*

Finding(s):

- ☐ Standard met. Maps are posted throughout the Esquimalt Police station.

B6.1.5 *At least annually the department tabulates incidents by reporting areas.*

Finding(s):

- ☐ Standard met. Esquimalt's policing area is approximately three square miles.

B6.1.6 Written policy requires anticipated openings or vacancies in components, functions, or specialized assignments to be advertised by written announcement throughout the department.

Finding(s):

- ☐ Standard met.

Recommendation(s): None.

Opportunities for Improvement: None.

B6.2 SPECIALIZED ASSIGNMENT

B6.2.1 The department annually reviews each specialized assignment for the purpose of determining whether it should be continued. The review should include:

- *a reevaluation of the initial problem or condition that required the implementation of the specialized assignment; and,*
- *an analysis for continuing the specialized assignment.*

Finding(s):

- ☐ Standard met. Senior management review specialized assignments on a constant basis.

B6.2.2 Written policy specifies the criteria for the selection of personnel for specialized assignments.

Finding(s):

- ☐ Standard met. Chapter AB200 Specialized Assignments.

Recommendation(s): None.

Opportunities for Improvement: None.

B6.3 RESERVES

B6.3.1 *Written policy establishes and describes the department's reserve officer program.*

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police.

B6.3.2 *Written policy defines reserve selection criteria.*

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police.

B6.3.3 *If the department has a mandatory retirement age for full-time officers, that age is also designated as the maximum service age for reserve officers.*

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police. Mandatory retirement is sixty years of age.

B6.3.4 *Written policy specifies those reserve officers are qualified for service only after completion of an approved training program.*

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police.

B6.3.5 *Written policy specifies whether that reserve officers are assigned to assist full-time personnel as part of an on-going field practicum.*

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police.

B6.3.6 *Written policy specifies that reserve officers wear the same uniform as police officers, with the addition of insignia identifying the officer as a reserve.*

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police.

B6.3.7 Written policy specifies the equipment to be carried by reserve officers.

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police.

B6.3.8 Written policy specifies that reserve officers who carry firearms are tested for firearms proficiency with the same frequency as full-time officers.

Finding(s):

- ☐ Standard met. Chapter OM80 Reserve Police.

Recommendation(s): None.

Opportunities for Improvement: None.

B7 FINANCIAL MANAGEMENT

B7.1 FINANCIAL MANAGEMENT

B7.1.1 Written policy requires the managers of major organizational components within the department to participate in the preparation of the department's budget.

Finding(s):

- ☐ Standard met. Chapter AD10 Budget.

B7.1.2 Written policy requires the managers of components or functions to prepare written recommendations, based on operational and activity analyses, for use in the development of the department's budget.

Finding(s):

- ☐ Standard met. Chapter AD10 Budget.

B7.1.3 *Written policy establishes an accounting system which includes provisions for monthly status reports showing:*

- *initial appropriation for each account (or program);*
- *balances at the commencement of the monthly period;*
- *expenditures and debts made during the period; and,*
- *debt balances.*

Finding(s):

- ☐ Standard met. Chapter AD20 Accounting System.

B7.1.4 *Written policy specifies procedures used for collecting, safeguarding, and disbursing cash, and includes:*

- *maintenance of an allotment system, if any, or records of appropriations among organizational components or functions;*
- *preparation of financial statements;*
- *conduct of internal audits; and,*
- *persons or positions authorized to accept or disburse funds.*

Finding(s):

- ☐ Standard met. Chapter AD20 Accounting System.

B7.1.5 *Written policy provides for an audit of the department's financial activities.*

Finding(s):

- ☐ Standard met. Chapter AD40 Financial Accounts and Audits.

B7.1.6 *Written policy governs the requisition and purchase of equipment and supplies including the obtaining and handling of gifts in kind.*

Finding(s):

- ☐ Standard met. Chapter AD50 Acquisition of Goods and Services.

B7.1.7 *Written policy governs procedures for emergency purchasing or rental agreements for equipment.*

Finding(s):

- ☐ Standard met. Chapter AD60 Emergency Acquisition of Goods and Services.

B7.1.8 *Written policy governs procedures for requesting supplemental or emergency appropriations and fund transfers.*

Finding(s):

- ☐ Standard met. Chapter AD60 Emergency Acquisition of Goods and Services.

Recommendation(s): None.

Opportunities for Improvement: None.

B8 INTERNAL AUDITING

B8.1 AUDITS

B8.1.1 *Written policy requires an audit function within the department, and includes provisions for:*

- *procedures to be used in conducting audits;*
- *a projected audit schedule; and,*
- *procedures to be used to follow-up the recommendations made as a result of the audit.*

Finding(s):

- ☐ Standard met. Chapter AE50 Management Audit.

B8.1.2 *Written policy describes the authority of the audit function.*

Finding(s):

- ☐ Standard met. Chapter AE50 Management Audit.

B8.1.3 *Written policy governs the facilitation of audits conducted by the British Columbia Police Commission.*

Finding(s):

- ☐ Standard met. Chapter AE50 Management Audit.

Recommendation(s): None.

Opportunities for Improvement: None.

Part IV. STANDARD C PERSONNEL MANAGEMENT**C1 JOB DESCRIPTION****C1.1 JOB DESCRIPTION**

C1.1.1 Written job descriptions for every position in the department are maintained on file and are available to all personnel.

Finding(s):

- ☐ Standard met. Chapter AB60 Job Description.

Recommendation(s): None.

Opportunities for Improvement: None.

C2 SUPPORT SERVICES FOR EMPLOYEES**C2.1 PROGRAMS**

An important aspect of providing employees with medical and personal benefits is ensuring that all employees know the benefits that are available. Employees should receive full information on all benefits and how they can be accessed.

C2.1.1 The department's liability protection program, if one exists, is described in writing.

Finding(s):

- ☐ Standard met. Chapter AB70 Liability Protection Program.

C2.1.2 Written policy establishes and describes the department's employee assistance program and post critical incident stress counselling program.

Finding(s):

- ☐ **Standard not met. No written policy. In practice, Esquimalt Police Department offers employee assistance and post critical incident stress programs.**

C2.1.3 Written policy requires the distribution of a written description of benefits available to all employees.

Finding(s):

- ☐ Standard met. Chapter AB90 Employee Benefits.

C2.1.4 Written policy prohibits workplace harassment and promotes a work environment in which all individuals are treated with respect and dignity.

Finding(s):

- ☐ Standard met. Chapter AB100 Workplace Harassment.

Recommendation(s):

7. That the Esquimalt Police Department develop written policy that establishes and describes the department's employee assistance program and post critical incident stress counselling program in compliance with Standard C2.1.2.

Opportunities for Improvement: None.

C2.2 HEALTH AND FITNESS

C2.2.1 *Written policy establishes a health and physical fitness program for employees.*

Finding(s):

- ☐ Standard met. Chapter AB80 Health and Physical Fitness.

Recommendation(s): None.

Opportunities for Improvement: None.

C3 CAREER DEVELOPMENT AND EDUCATION**C3.1 CAREER DEVELOPMENT**

Job enrichment through career development is important as there are few promotional opportunities within the Esquimalt Police Department.

C3.1.1 *Written policy establishes a program of career development for all personnel.*

Finding(s):

- ☐ Standard met. Chapter AB110 Career Development.

C3.1.2 *The written career development program plan is evaluated annually, and revised if necessary.*

Finding(s):

- ☐ Standard met. Chapter AB110 Career Development.

C3.1.3 *Written policy places the authority and responsibility for administering the career development program in an identifiable position.*

Finding(s):

- ☐ Standard met. Chapter AB110 Career Development.

C3.1.4 *The department maintains a current inventory of the skills, knowledge, and abilities of each employee.*

Finding(s):

- ☐ Standard met. Inventory is maintained by the Chief Constable's Secretary on the computer under Training.

Recommendation(s): None.

Opportunities for Improvement: None.

C3.2 **EDUCATION**

C3.2.1 *Written policy describes employee educational benefits.*

Finding(s):

- ☐ Standard met. Chapter AB110 Career Development.

Recommendation(s): None.

Opportunities for Improvement: None.

C4 **RECRUITMENT**

C4.1 **MANAGEMENT**

C4.1.1 *Written policy establishes a recruitment program or plan to attract applicants for actual or forecasted police officer vacancies.*

Finding(s):

- ☐ Standard met. The Department maintains a list of suitable candidates and draws from that list.

C4.1.2 Written policy places the authority and responsibility for administering the department's role in the recruitment program in an identifiable position.

Finding(s):

- ☐ Standard met. The Deputy Chief Constable is the responsible authority.

Recommendation(s): None.

Opportunities for Improvement: None.

C4.2 COMMUNITY OUTREACH

C4.2.1 Written policy governs the sending of recruitment material or representatives to educational institutions and community organizations.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

Recommendation(s): None.

Opportunities for Improvement: None.

C4.3 MINORITIES RECRUITING

C4.3.1 The department actively pursues and documents recruiting activities to broadly reflect an appropriate minority representation.

Finding(s):

- ☐ Standard not met. No minority recruiting activities have been documented. Esquimalt Police Department does participate in a regional recruitment poster depicting minorities in police positions.

C4.3.2 *The department annually documents its minority representation in relation to the area it serves.*

Finding(s):

- ☐ **Standard not met. No documentation.**

C4.3.3 *Written policy identifies the person or position within the department responsible for these reviews.*

Finding(s):

- ☐ **Standard met. The Deputy Chief Constable is the responsible authority.**

Recommendation(s):

8. That the Esquimalt Police Department pursue and document recruiting activities that broadly reflect an appropriate minority representation in compliance with Standard C4.3.1.
9. That the Esquimalt Police Department annually documents its minority representation in relation to the area it serves in compliance with Standard C4.3.2.

Opportunities for Improvement: None.

C4.4 GENDER EQUITY

C4.4.1 *The department actively pursues and documents recruiting activities to broadly reflect gender equity.*

Finding(s):

- ☐ **Standard met. Esquimalt Police Department has four female police officers which is 15% of authorized police strength.**

Recommendation(s): None.

Opportunities for Improvement: None.

C4.5 JOB ANNOUNCEMENTS AND PUBLICITY

C4.5.1 The department's job announcements provide a description of the duties, responsibilities, skills, educational level, and physical requirements for the positions to be filled.

Finding(s):

- ☐ Standard met. Esquimalt Police Department management plan to provide this information for future job announcements.

C4.5.2 Entry-level job vacancies are advertised through the media.

Finding(s):

- ☐ Standard not met. Esquimalt Police Department senior management plan to advertise for future positions through the media.

C4.5.3 The department advertises as an equal opportunity employer on all employment applications and recruitment advertisements.

Finding(s):

- ☐ Standard not met. The regional recruiting poster is the sole exception.

C4.5.4 The department's recruitment literature, if any, depicts gender equity and minority representation in policing roles.

Finding(s):

- ☐ Standard not met. The regional recruiting poster is the sole exception.

Recommendation(s):

10. That the Esquimalt Police Department's job announcements provide a description of the duties, responsibilities, skills, educational level, and physical requirements for the positions to be filled in compliance with Standard C4.5.1.

11. That the Esquimalt Police Department entry-level job vacancies are advertised through the media in compliance with Standard C4.5.2.
12. That the Esquimalt Police Department advertise as an equal opportunity employer on all employment applications and recruitment advertisements in compliance with Standard C4.5.3.
13. That the Esquimalt Police Department literature, if any, depicts gender equity and minority representation in policing roles in compliance with Standard C4.5.4.

Opportunities for Improvement: None.

C4.6 APPLICATION PROCESS

C4.6.1 The department maintains contact with applicants from initial applications to final employment disposition.

Finding(s):

- ☐ Standard met. Chapter AB30 Selection.

Recommendation(s): None.

Opportunities for Improvement: None.

C5 SELECTION**C5.1 MANAGEMENT**

C5.1.1 Written policy places the authority and responsibility for administering the department's role in the selection process in an identifiable position.

Finding(s):

- ☐ Standard met. Chapter AB30 Selection. The Deputy Chief Constable has the responsibility.

C5.1.2 Written policy describes the selection process for police officers.

Finding(s):

- ☐ Standard met. Chapter AB30 Selection.

Recommendation(s): None.

Opportunities for Improvement: None.

C5.2 ADMINISTRATIVE PRACTICES AND PROCEDURES

C5.2.1 The selection process uses only those factors that have been documented as having validity, utility, and fairness.

Finding(s):

- ☐ Standard met. Chapter AB30 Selection.

C5.2.2 Written policy requires that all elements of the selection process be administered, scored, and interpreted in a uniform manner.

Finding(s):

- ☐ Standard met. Chapter AB30 Selection.

C5.2.3 Written policy specifies the conditions and procedures if the department allows re-application, re-testing, and re-evaluation of candidates.

Finding(s):

- ☐ **Standard not met. Chapter AB30 Selection only mentions re-testing the examination.**

C5.2.4 At the time of their formal application, candidates are informed in writing of all elements of the selection process.

Finding(s):

- ☐ **Standard not met. Department practice has been to advise candidates about process steps as they progress.**

C5.2.5 Candidates not eligible for appointment are informed in writing within thirty calendar days of such a decision.

Finding(s):

- ☐ **Standard met. Chapter AB10 Recruitment.**

C5.2.6 Written policy governs the disposition of the records of candidates who are not appointed.

Finding(s):

- ☐ **Standard met. Chapter AB10 Recruitment.**

Recommendation(s):

14. That the Esquimalt Police Department develop written policy that specifies the conditions and procedures if the department allows re-application, re-testing, and re-evaluation of candidates in compliance with Standard C5.2.3.
15. That the Esquimalt Police Department ensure that at the time of their formal application, candidates are informed in writing of all elements of the selection process in compliance with Standard C5.2.4.

Opportunities for Improvement: None.

C5.3 BACKGROUND INVESTIGATIONS

C5.3.1A background investigation of each candidate is conducted prior to appointment.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

C5.3.2 Written policy requires that a background investigation include the verification of a candidate's qualifying credentials.

Finding(s):

- ☐ Standard not met. Chapter AB30 Selection does not mention verification of candidate's credentials.

Recommendation(s):

16. That the Esquimalt Police Department develop written policy requiring that a background investigation include the verification of a candidate's qualifying credentials in compliance with Standard C5.3.2.

Opportunities for Improvement: None.

C5.4 POLYGRAPH EXAMINATIONS AND OTHER INSTRUMENTS FOR THE DETECTION OF DECEPTION

C5.4.1 If polygraph examinations or other instruments for the detection of deception are used in the selection process, candidates are provided, at the time of their formal application, with a list of areas from which polygraph questions will be drawn.

Finding(s):

- ☐ The polygraph is not used in the selection process.

C5.4.2 *If polygraph examinations or other instruments for the detection of deception are used in the selection process, the administration of examinations and the evaluation of results are conducted by personnel trained in these procedures.*

Finding(s):

- ☐ The polygraph is not used in the selection process.

Recommendation(s): None.

Opportunities for Improvement: None.

C5.5 ORAL INTERVIEWS

C5.5.1 *An oral interview of each candidate is conducted, prior to appointment, using valid, useful, and fair procedures.*

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

Recommendation(s): None.

Opportunities for Improvement: None.

C5.6 OCCUPATIONAL QUALIFICATIONS

C5.6.1 *Written policy requires that prior to appointment, candidates, other than challenge or exemption candidates, shall have completed at least two years post secondary education, or equivalent.*

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

C5.6.2 All physical and age qualifications for entry-level sworn positions meet the requirements of validity, utility, and fairness.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

C5.6.3 A written examination of each candidate is administered through the Police Academy prior to appointment.

Finding(s):

- ☐ Standard met. Chapter AB30 Selection. Esquimalt Police Department is now using the J.I.'s Wonderlick examinations.

C5.6.4 A medical examination of each candidate is conducted, prior to appointment, by a licensed physician.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

C5.6.5 A physical fitness and agility examination of each candidate is administered through the Police Academy prior to appointment.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

C5.6.6 An assessment of each candidate, other than challenge or exemption candidates, is conducted by the Police Academy Recruit Assessment Centre, prior to appointment.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

Recommendation(s): None.

Opportunities for Improvement: None.

C6 TRAINING**C6.1 MANAGEMENT**

Police officers in today's society face challenging situations on a daily basis. Consequently, officers must be skilful, resourceful and well trained. The Esquimalt Police Department faces a unique problem in British Columbia. Not only do they have to find time and financial resources to maintain police training but they must also provide appropriate fire training for their members.

C6.1.1 Written policy establishes the department's training function.

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

C6.1.2 Written policy specifies the activities of the training function and includes:

- *liaison with the Police Academy;*
- *planning, developing, or facilitating training programs;*
- *notifying personnel of required training, and training that is available to personnel;*
- *maintaining training records;*
- *ensuring that required training programs are attended;*
- *implementing department training programs;*
- *selecting instructors; and,*
- *evaluating and revising department training programs.*

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

C6.1.3 Written policy establishes performance objectives for formal training programs.

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

C6.1.4 Written policy establishes a shift-briefing training program.

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

C6.1.5 *Written policy establishes an annual training activity that is made available to all sworn personnel, and includes:*

- *officer survival;*
- *changes in policy and procedure;*
- *case law;*
- *legislative change; and,*
- *the importance of physical fitness.*

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

C6.1.6 *Written policy requires the department to update records of employees following their participation in training programs.*

Finding(s):

- ☐ Standard met. Chapter AB130 Training. Records maintained in members personnel files.

C6.1.7 *The department maintains records of each training class, to include:*

- *course content;*
- *names of attendees; and,*
- *performance of individual attendees as measured by tests, if administered.*

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

Recommendation(s): None.

Opportunities for Improvement: None.

C6.2 POLICE RECRUIT TRAINING

C6.2.1 *The department requires all newly sworn officers, other than challenge or exemption candidates, to complete the third period of training (Block III) of the Peace Officers Basic Training Program at the Police Academy prior to any operational assignment, except as part of a formal field training program.*

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

C6.2.2 *Written policy establishes a field training program for recruits with provisions for the following:*

- *a selection process for field training officers;*
- *training and supervision of field training officers;*
- *liaison with the academy staff;*
- *guidelines for the evaluation of recruits by field training officers;*
- *and,*
- *reporting responsibilities of field training officers.*

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

Recommendation(s): None.

Opportunities for Improvement: None.

C6.3 **ADVANCED TRAINING**

C6.3.1 *Written policy governs advanced training for sworn personnel.*

Finding(s):

- ☐ Standard met. Chapter AB130 Training.

Recommendation(s): None.

Opportunities for Improvement: None.

C6.4 **MANAGEMENT AND SPECIALIZED TRAINING**

C6.4.1 *Written policy identifies the positions and ranks for which specialized or management training is required.*

Finding(s):

- ☐ **Standard not met. Chapter AB130 Training refers to job descriptions that are not yet written.**

Recommendation(s):

17. That the Esquimalt Police Department develop written policy that identifies the positions and ranks for which specialized or management training is required in compliance with Standard C6.4.1.

Opportunities for Improvement: None.

C6.5 NON-SWORN PERSONNEL

C6.5.1 Written policy requires all newly appointed non-sworn personnel to receive the following training:

- *orientation to the department's role, purpose, goals, policies and procedures;*
- *working conditions and regulations; and,*
- *responsibilities and rights of employees.*

Finding(s):

- ☐ **Standard not met. Chapter AB130 Training mentions establishing a training program that has yet to be done.**

C6.5.2 Written policy identifies the non-sworn positions for which training, in addition to orientation, is required prior to assumption of job responsibilities.

Finding(s):

- ☐ **Standard not met. Chapter AB130 Training refers to identifying non-sworn positions for which training is required but does not specifically identify these positions.**

C6.5.3 Written policy governs advanced training for non-sworn personnel.

Finding(s):

- ☐ Standard met. Chapter AB130 Training. In practice, non-sworn staff are afforded precious little training opportunities.

Recommendation(s):

18. That the Esquimalt Police Department develop written policy that requires all newly appointed non-sworn personnel to receive the following training:
- orientation to the department's role, purpose, goals, policies and procedures;
 - working conditions and regulations; and
 - responsibilities and rights of employees in compliance with Standard C6.5.1.
19. That the Esquimalt Police Department develop written policy that identifies the non-sworn positions for which training, in addition to orientation, is required prior to association of job responsibilities in compliance with Standard C6.5.2.

Opportunities for Improvement:

1. Esquimalt Police Department re-evaluate the training opportunities provided for non-sworn staff.

C7 PROMOTION**C7.1 MANAGEMENT**

C7.1.1 Written policy defines the department's role in the promotion process.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion.

C7.1.2 Written policy places in an identifiable position the authority and responsibility for administering the department's role in the promotion process.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion.

C7.1.3 Written policy governs the procedures used for promotion.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion.

C7.1.4 In the promotion process, an updated bibliography of reading materials used as the sources of questions for a written examination is provided to each candidate.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion. Each candidate is supplied with reading material one month prior to the competition.

C7.1.5 The department makes available to employees a written description and schedule of the promotional process, including anticipated vacancies.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion.

C7.1.6 Written policy establishes criteria for the development of eligibility lists, if used.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion.

Recommendation(s): None.

Opportunities for Improvement: None.

C7.2 ADMINISTRATIVE PRACTICES AND PROCEDURES:

C7.2.1 Written policy establishes procedures for a review or appeal by employees of decisions concerning their eligibility for or appointment to promotional vacancies, and includes:

- review of the written results of scored elements of the selection process; and,
- contesting promotional-potential reports used in the selection decision.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion.

C7.2.2 The promotional process is evaluated biennially, and revised if necessary.

Finding(s):

- ☐ Standard met. Chapter AB150 Promotion.

Recommendation(s): None.

Opportunities for Improvement: None.

C8 PERFORMANCE EVALUATION**C8.1 MANAGEMENT**

C8.1.1 Written policy defines objectives of the performance evaluation system.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.1.2 Written policy defines the department's performance evaluation system, and includes:

- *measurement definitions;*
- *procedures for use of forms;*
- *rater responsibilities; and,*
- *rater training.*

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.1.3 Written policy states that raters are to be evaluated by their supervisors regarding the quality of ratings given employees.

Finding(s):

- ☐ **Standard not met. Chapter AB140 Performance Evaluation articulates the rationale behind rater evaluation but does not make it a requirement, indicate who is responsible, when it is to be done, and how it is to be done.**

C8.1.4 Written policy requires the retention of performance evaluation reports.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.1.5 Written policy requires a biennial review of the performance evaluation reports.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

Recommendation(s):

- 20. That the Esquimalt Police Department develop written policy stating that raters are to be evaluated by their supervisors regarding the quality of ratings given employees in compliance with Standard C8.1.3.

Opportunities for Improvement: None.

C8.2 EVALUATION PROCESS

C8.2.1 Written policy requires biennial review of the performance evaluation system.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.2 Written policy requires that the employee will be given the opportunity to sign the completed performance evaluation report and to comment in writing on it, indicating the employee has read it.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.3 Written policy specifies that employees are rated by their immediate supervisor.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.4 Written policy requires a review process for contested evaluation reports.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.5 Written policy requires a written performance evaluation report on all probationary employees during the period of probation.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.6 Written policy requires that each employee be counselled at the beginning of the rating period concerning:

- *tasks of the position occupied;*
- *level of performance expected; and,*
- *evaluation rating criteria.*

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.7 The department provides sworn personnel, upon appointment, a copy of the following:

- *dress and appearance standards; and,*
- *Police (Discipline) Regulations.*

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.8 Written policy requires explanatory comments for performance ratings.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.9 Written policy specifies procedures for employee review of the completed evaluation report, and includes an interview between rater and employee.

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.2.10 *Written policy requires that a copy of the completed evaluation report be provided to the employee.*

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

Recommendation(s): None.

Opportunities for Improvement: None.

C8.3 *RECOGNITION AND REMEDIAL MEASURES*

One of the many challenges facing police managers and leaders is to uphold the image and status of their members. Recognition of the duties and responsibilities of their members is a key factor in improving and maintaining morale and job satisfaction. Conversely, managers/leaders must endeavour to identify potential problems and take corrective action for the benefit of the individuals and others that may be affected.

C8.3.1 *Written policy establishes procedures and criteria for the following:*

- *rewarding employees, including letters of commendation and awards for merit or bravery;*
- *using training as a remedial measure; and*
- *using counselling as a remedial measure.*

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.3.2 *Written policy specifies the role of supervisors in a disciplinary or remedial process.*

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

C8.3.3 *Written policy specifies the authority attendant to each level of supervision and command relative to disciplinary actions.*

Finding(s):

- ☐ Standard met. Chapter AC130 Discipline.

C8.3.4 *Written policy requires an annual analysis of employee grievances.*

Finding(s):

- ☐ Standard met. Chapter AB140 Performance Evaluation.

Recommendation(s): None.

Opportunities for Improvement: None.

C9 ASSESSMENT CENTRES

C9.1 ASSESSMENT CENTRES

C9.1.1 *An assessment centre, when utilized for recruit selection, personnel development and/or promotion:*

- *measures dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis;*
- *classifies behavioral observations by assessors into some meaningful and relevant categories, such as dimensions, attributes, characteristics, aptitudes, qualities, skills, abilities, knowledge, or tasks;*
- *uses techniques designed to provide information for evaluating the dimensions previously determined by job analysis;*
- *uses multiple assessment techniques;*
- *includes sufficient job-related simulations to allow multiple opportunities to observe the candidate's behaviour related to each dimension being assessed;*
- *uses multiple assessors for each assessee;*
- *uses trained assessors;*
- *uses synthetic procedures by assessors to record specific behavioural observations at the time of their occurrence;*
- *requires assessors to prepare a report or record of the observations made in each exercise in preparation for the integration discussion; and*
- *pools information from assessors and techniques at a meeting among the assessors or through a cross-validated statistical integration process.*

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment. Assessment centres are not used for promotion.

C9.1.2 Written policy governs the selection criteria for assessment centre candidates.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment.

C9.1.3 Written policy requires a review process for contested assessment centre reports.

Finding(s):

- ☐ Standard met. Chapter AB10 Recruitment. The assessment centres review process is utilized.

Recommendation(s): None.

Opportunities for Improvement: None.

Part V. STANDARD D GENERAL AND SPECIALIZED OPERATIONS**D1 GENERAL OPERATIONS****D1.1 MANAGEMENT**

Written policy is required to guide members on a variety of specialized operational requirements. Members who are knowledgeable of the latest trends, techniques, technology and equipment are more effective in their day-to-day activities and less likely to bring the administration of justice into disrepute due to a lack of current knowledge.

D1.1.1 Written policy governs procedures for assuring compliance with legal requirements during arrest, detention, and criminal investigations.

Finding(s):

- ☐ Standard met. Chapter OD80 Arrest.

D1.1.2 Written policy establishes procedures for reviewing cases where the investigating officer recommends the laying of charges, and this recommendation is overruled by a supervisor or crown counsel.

Finding(s):

- ☐ Standard met. Chapter OD100 Laying Charges.

D1.1.3 Written policy establishes procedures for reviewing cases where the investigating officer, or any other officer, recommends a stay of proceedings or charges not be laid, notwithstanding there is a likelihood of conviction.

Finding(s):

- ☐ Standard met. Chapter OD100 Laying Charges.

D1.1.4 Written policy specifies the criteria for suspending or closing investigative efforts, and for designating case status.

Finding(s):

- ☐ Standard met. Chapter OD20 General Criminal Investigations.

D1.1.5 Written policy specifies accountability for conducting preliminary and follow-up criminal investigations.

Finding(s):

- ☐ Standard met. Chapter OD20 General Criminal Investigations.

D1.1.6 Written policy requires each officer to maintain a current journal.

Finding(s):

- ☐ Standard met. Chapter OD40 Confidential Sources.

Recommendation(s): None.

Opportunities for Improvement: None.

D1.2 OPERATIONS

D1.2.1 Written policy specifies procedures to be followed when using confidential sources, and includes methods for ensuring confidential sources are secure in their anonymity.

Finding(s):

- ☐ Standard met. Chapter OD50 Confidential Sources.

D1.2.2 When a department provides a fund for paying confidential sources, written policy establishes the following controls:

- accessibility;
- criteria for use;
- accounting; and,
- auditing.

Finding(s):

- ☐ **Standard not met. No specific written policy regarding the accounting and auditing of the funds.**

D1.2.3 If the department has any special purpose vehicles, aircraft, or boats, written policy governs their operations.

Finding(s):

- ☐ **Standard not applicable.**

D1.2.4 Written policy states that every officer engaged in a field assignment be issued a portable transceiver.

Finding(s):

- ☐ **Standard met. Chapter OG20 Portable Radio Transceiver.**

D1.2.5 Written policy governs the pursuit of motor vehicles, and includes:

- *evaluating the circumstances;*
- *initiating officer's responsibilities;*
- *the number of police units involved;*
- *dispatchers responsibilities;*
- *supervisors responsibilities;*
- *forcible stopping;*
- *when to terminate pursuit;*
- *inter and intra-jurisdictional pursuits;*
- *the use of police aircraft;*
- *officers' responsibilities when accompanied by passengers who are not officers of the department; and,*
- *reporting procedures.*

Finding(s):

- ☐ **Standard met. Chapter OA130 Police Pursuit.**

D1.2.6 Written policy establishes procedures for responding to routine, urgent, and emergency calls.

Finding(s):

- ☐ **Standard met. Chapter OO30 Request for Service.**

D1.2.7 Every police vehicle must be equipped with at least the following equipment:

- a red emergency light;
- a siren;
- a mobile radio transceiver; and,
- emergency equipment.

Finding(s):

- ☐ Standard met. Chapter AG90 Department Vehicles.

D1.2.8 Written policy requires regular examination of vehicles and equipment at the beginning of each shift.

Finding(s):

- ☐ Standard met. Chapter AG90 Department Vehicles.

D1.2.9 Written policy specifies the use of occupant safety restraining devices in Department vehicles.

Finding(s):

- ☐ Standard met. Chapter OG10 Personal Protective Equipment.

D1.2.10 Body armor is available to officers engaged in a field assignment.

Finding(s):

- ☐ Standard met. Chapter OG10 Personal Protective Equipment.

D1.2.11 Written policy establishes conditions and procedures for notifying the following:

- Coroner's office;
- Workers Compensation Board;
- Provincial Fire Commissioner;
- street/highway department;
- public utilities; and,
- news media.

Finding(s):

- ☐ Standard met. Chapter OL10 Liaison with Other Agencies.

- D1.2.12** *If the department has a system for receiving specified crime and incident report information by telephone or through the mail, written policy specifies the criteria for acceptance.*

Finding(s):

- ☐ Standard met. Chapter OO30 Requests for Service.

- D1.2.13** *Written policy establishes procedures to be followed when an employee comes into contact with a person having, or suspected of having, an infectious disease.*

Finding(s):

- ☐ Standard met. Chapter OG40 Communicable Disease.

Recommendation(s):

21. That the Esquimalt Police Department develop written policy establishing the following controls for paying confidential sources:
- accessibility;
 - criteria for use;
 - accounting; and
 - auditing
- in compliance with Standard D1.2.2.

Opportunities for Improvement: None.

D2 PATROL**D2.1 MANAGEMENT**

The Deputy Chief Constable is responsible for coordinating and directing the day-to-day operations of the general duty section (patrol). Personnel allocation is as follows:

- one Sergeant (per shift)
- four Constables (per shift)
- one Dispatcher (per shift)

The four general duty patrol shifts operate on a 12 hour shift system and provide 24 hour police coverage. Minimum staffing levels for police stands at three members per shift with the exception of Friday and Saturday nights when minimum staffing is increased to four. Shortages are generally filled by either re-deploying a member from the fire side or by call-outs of off duty members. The patrol component is the most visible section of the Esquimalt Police Department and duties include primary traffic responsibilities.

D2.1.1 Written policy establishes the expected activities of the patrol component.

Finding(s):

- ☐ Standard met. Chapter OC10 Patrol Responsibilities.

D2.1.2 Written policy establishes procedures for communication, coordination, and cooperation between patrol and other department components or functions.

Finding(s):

- ☐ Standard met. Chapter OC10 Patrol Responsibilities.

D2.1.3 Police response to emergencies is available continuously within the Department's service area.

Finding(s):

- ☐ Standard met. Chapter OC10 Patrol Responsibilities.

D2.1.4 Procedures for shift change provide for continuous patrol coverage.

Finding(s):

- ☐ Standard met. Chapter OC10 Patrol Responsibilities.

D2.1.5 If the department uses horses or dogs, written policy specifies the criteria for their deployment.

Finding(s):

- ☐ Standard met. Chapter OK60 Police Service Dogs/Horses.

D2.1.6 Written policy describes the circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command.

Finding(s):

- ☐ Standard met. Chapter OC10 Patrol Responsibilities.

Recommendation(s): None.

Opportunities for Improvement: None.

D2.2 OPERATIONS

D2.2.1 Written policy establishes the categories of crimes and incidents that should receive preliminary investigation by patrol officers.

Finding(s):

- ☐ Standard met. Chapter OC10 Patrol Responsibilities.

D2.2.2 Written policy governs the conduct of follow-up investigations by patrol officers.

- ☐ Standard met. Chapter OC10 Patrol Responsibilities.

Recommendation(s): None.

Opportunities for Improvement: None.

D3 CRIMINAL INVESTIGATIONS**D3.1 MANAGEMENT**

The Detective Section is made up of five members: a Detective Sergeant and four Detective Constables. Two Detective Constables work in the General Investigation Unit and two work in the Street Crimes Unit. The Detective Section reports to the Deputy Chief Constable.

D3.1.1 Written policy establishes a specialized criminal investigation component or function, and includes:

- homicide or attempted homicide;
- sexual assaults; and,
- child abuse.

Finding(s):

- ☐ Standard met. Chapter OK140 Specialized Criminal Investigations.

D3.1.2 Written policy requires an annual, formal review of all unsolved homicide cases which occurred in the previous five years.

Finding(s):

- ☐ Standard met. Chapter OD110 Homicide.

D3.1.3 Written policy requires a case management system for serious criminal investigations.

Finding(s):

- ☐ Standard met. Chapter OD20 General Criminal Investigations.

D3.1.4 Written policy governs the investigation of missing persons.

Finding(s):

- ☐ Standard met. Chapter OB180 Missing Persons.

Recommendation(s): None.

Opportunities for Improvement: None.

D3.2 OPERATIONS

D3.2.1 The department provides checklists to aid in criminal investigations.

Finding(s):

- ☐ **Standard not met. There are no departmental check lists.**

D3.2.2 Written policy establishes procedures for making a "second contact" with principals involved in a case requiring follow-up investigation.

Finding(s):

- ☐ **Standard met. Chapter OD20 General Criminal Investigations.**

D3.2.3 Written policy establishes a system for designating a principal investigator or case coordinator for each "open" case.

Finding(s):

- ☐ **Standard met. Chapter OD20 General Criminal Investigations.**

D3.2.4 If the specialized criminal investigation function or component does not provide 24-hour coverage, written policy establishes that an "on-call" or alternative system is maintained.

Finding(s):

- ☐ **Standard not met. No written policy.**

D3.2.5 Written policy governs the use of technical aids, such as polygraphs, for the detection of deception in criminal investigations.

Finding(s):

- ☐ **Standard met. Chapter OK160 Polygraph Examination.**

D3.2.6 If task forces are used, written policy governs their activities, and includes:

- *identifying the purpose;*
- *defining authority and responsibilities;*

- *establishing accountability;*
- *identifying resources available;*
- *evaluating results; and,*
- *reviewing the necessity of continuation.*

Finding(s):

- ☐ Standard met. Chapter OK10 Task Forces.

D3.2.7 Written policy governs the protection of victims and witnesses.

Finding(s):

- ☐ Standard met. Chapter OK20 Witness and Victim Protection.

D3.2.8 Written policy establishes special procedures for investigating crimes against vulnerable groups.

Finding(s):

- ☐ **Standard not met. Chapter OD160 Vulnerable Groups is confined only to spousal assaults and need to be broadened.**

D3.2.9 The department has written guidelines for conducting covert operations.

Finding(s):

- ☐ Standard met. Chapter OD10 Covert Operations.

Recommendation(s):

22. That the Esquimalt Police Department provide checklists to aid in criminal investigations in compliance with Standard D3.2.1.
23. That the Esquimalt Police Department develop written policy that establishes an on-call or alternative system for specialized criminal investigators in compliance with Standard D3.2.4.
24. That the Esquimalt Police Department develop written policy that establishes special procedures for investigating crimes against vulnerable groups in compliance with Standard D3.2.8.

Opportunities for Improvement: None.

D4 INTELLIGENCE

D4.1 MANAGEMENT

The Esquimalt Police Department utilizes the Detective Street Crimes Unit as its primary source of intelligence gathering. It is an associate member of CISBC and has access to ACIIS, a nation-wide computer network that provides organized crime intelligence through CLEU and the Victoria Police Department.

D4.1.1 Written policy governs gathering and dissemination of intelligence information.

Finding(s):

- ☐ Standard met. Chapter OK130 Intelligence.

D4.1.2 Written policy sets forth procedures for ensuring the legality and integrity of the intelligence effort, and includes:

- *procedures for ensuring information collected is limited to criminal conduct and relates to activities that present a threat to the community;*
- *procedures for the utilization of intelligence personnel, equipment and techniques;*
- *descriptions of the types or quality of information that may be included in the system; and*
- *methods for purging the records of out-of-date information.*

Finding(s):

- ☐ Standard met. Chapter OK130 Intelligence.

Recommendation(s): None.

Opportunities for Improvement: None.

D4.2 OPERATIONS

D4.2.1 Written policy stipulates that the department maintain liaison with appropriate federal, provincial, and local agencies for the exchange of intelligence information.

Finding(s):

- ☐ Standard met. Chapter OK130 Intelligence.

D4.2.2 Written policy governs the exchange of information between the intelligence function and other department components or functions.

Finding(s):

- ☐ Standard met. Chapter OK130 Intelligence.

D4.2.3 Written policy governs access to specialized equipment to support the intelligence function.

Finding(s):

- ☐ Standard met. Chapter OK130 Intelligence.

Recommendation(s): None.

Opportunities for Improvement: None.

D5 ORGANIZED CRIME AND VICE**D5.1 MANAGEMENT**

The Esquimalt Police Department tasks the Detective Section with management of organized crime and vice.

D5.1.1 Written policy establishes the department's vice control function.

Finding(s):

- ☐ Standard met. Chapter OK140 Specialized Criminal Investigations.

D5.1.2 Written policy specifies the responsibilities of the vice control function.

Finding(s):

- ☐ Standard met. Chapter OK140 Specialized Criminal Investigations.

D5.1.3 Written policy establishes the department's organized crime control function.

Finding(s):

- ☐ Standard met. Chapter OK120 Organized Crime.

D5.1.4 Written policy specifies the responsibilities of the organized crime control function.

Finding(s):

- ☐ Standard met. Chapter OK120 Organized Crime.

Recommendation(s): None.

Opportunities for Improvement: None.

D5.2 OPERATIONS

D5.2.1 Written policy specifies procedures for receiving and processing vice and organized crime complaints and information.

Finding(s):

- ☐ Standard met. Chapter OK120 Organized Crime.

D5.2.2 The department has written guidelines for conducting vice and organized crime surveillance and undercover operations.

Finding(s):

- ☐ Standard met. Chapter OD10 Covert Operations.

Recommendation(s): None.

Opportunities for Improvement: None.

D6 INTERNAL INVESTIGATIONS

D6.1 MANAGEMENT

Internal investigations are the responsibility of the Deputy Chief Constable. In practice the Detective Sergeant carries out most investigations. In cases where allegations are of a serious or criminal nature, the practice of the Esquimalt Police Department has been to seek outside impartial assistance. This method is efficient, fair and should pass the test of public scrutiny.

D6.1.1 Written policy establishes the department's internal investigation function.

Finding(s):

- ☐ Standard met. Chapter AC160 Internal Investigations.

D6.1.2 Written policy specifies the activities of the internal investigation function.

Finding(s):

- ☐ Standard met. Chapter AC160 Internal Investigations.

D6.1.3 Written policy specifies the categories of complaints or breaches of discipline that require investigation by the internal investigation function.

Finding(s):

- ☐ Standard met. Chapter AC160 Internal Investigations.

Recommendation(s): None.

Opportunities for Improvement: None.

D6.2 OPERATIONS

D6.2.1 Written policy requires the department to investigate all written complaints against the department or employees in accordance with the Police Act.

Finding(s):

- ☐ Standard met. Chapter AC160 Internal Investigations.

D6.2.2 Records pertaining to internal investigations are maintained in a secure area by the position responsible for the internal investigations function.

Finding(s):

- ☐ Standard met. Concluded files are locked in the Chief Constable's office. Active files are locked in the Detective Sergeant's office.

D6.2.3 The department maintains liaison with crown counsel in investigations involving alleged criminal conduct on the part of an employee.

Finding(s):

- ☐ Standard met. Chapter AC160 Internal Investigations.

D6.2.4 Written policy requires that in all cases where crown counsel declines to prosecute owing to alleged police mishandling be reviewed by the department.

Finding(s):

- ☐ Standard not met. No written policy.

D6.2.5 Written policy governs the suspension from duty, of a police officer.

Finding(s):

- ☐ Standard met. Chapter AC130 Discipline.

D6.2.6 Written policy specifies the circumstances in which a police officer may be temporarily relieved from duty with pay.

Finding(s):

- ☐ Standard met. Chapter AC160 Internal Investigations.

Recommendation(s):

25. That the Esquimalt Police Department develop written policy that in all cases where Crown Counsel declines to prosecute owing to alleged police mishandling be reviewed by the department in compliance with Standard D6.2.4.

Opportunities for Improvement: None.

D7 FORENSIC IDENTIFICATION SERVICES

D7.1 MANAGEMENT

Forensic identification services are contracted from the Victoria Police Department.

D7.1.1 Written policy establishes a forensic identification services function, which provides for:

- recovery of fingerprints;
- photography;
- scene diagrams; and,
- collection and preservation of physical evidence.

Finding(s):

- ☐ Standard met. Chapter OE20 Forensic Identification Services. Contracted to Victoria Police Department.

D7.1.2 Written policy outlines procedures for obtaining forensic identification services.

Finding(s):

- ☐ Standard met. Chapter OE20 Forensic Identification Services.

D7.1.3 *Written policy governs the functional relationship between the identification technician and others involved in the investigative process.*

Finding(s):

- ☐ Standard met. Chapter OE20 Forensic Identification Services.

Recommendation(s): None.

Opportunities for Improvement: None.

D8 EVIDENCE

D8.1 MANAGEMENT

D8.1.1 *Written policy governs procedures for assuring compliance with constitutional and other legal requirements regarding search and seizure, with or without warrant.*

Finding(s):

- ☐ Standard met. Chapter OD120 Search.

D8.1.2 *Written policy governs responsibilities of the person or persons who secure, protect, and process the scene of an incident.*

Finding(s):

- ☐ Standard met. Chapter OD30 Crime Scene.

Recommendation(s): None.

Opportunities for Improvement: None.

D8.2 OPERATIONS***D8.2.1 Written policy governs procedures used for processing physical evidence.*****Finding(s):**

- ☐ Standard met. Chapter OF10 Evidence and Chapter OF20 Property Seized and Found.

D8.2.2 Written policy governs the use of photography, and video and audio taping, and computer storage systems pursuant to the collection and preservation of evidence.**Finding(s):**

- ☐ Standard met. Chapter OD70 Recordings.

D8.2.3 Written policy describes the procedures for the interception of private communication by means of any Electro-magnetic, acoustic, mechanical or other device.**Finding(s):**

- ☐ Standard met. Chapter OD60 Interception of Private Communications.

D8.2.4 Written policy governs procedures for processing recovered stolen vehicles.**Finding(s):**

- ☐ Standard met. Chapter OB290 Stolen Vehicles.

D8.2.5 Written policy governs the weighing, marking, or labeling of physical evidence.**Finding(s):**

- ☐ Standard met. Chapter OF10 Evidence.

D8.2.6 For all items of evidence, a list is prepared containing the following information:

- *description of the item (including make, model number, and serial number, if any);*
- *source (from whom or location where obtained); and,*

- *name of person collecting the item or items.*

Finding(s):

- ☐ Standard met. Chapter OF10 Evidence.

D8.2.7 Written policy requires a record be made each time transfer of possession of physical evidence takes place.

Finding(s):

- ☐ Standard met. Chapter OF10 Evidence.

D8.2.8 Written policy requires the record of physical evidence submitted to a laboratory for examination to include prior possession information as follows:

- *name of the officer last having custody of the item;*
- *date and time of submission or mailing and method used for transmission;*
- *date and time of receipt in the laboratory; and,*
- *name and signature of the person in the laboratory receiving the evidence.*

Finding(s):

- ☐ Standard met. Chapter OF10 Evidence.

D8.2.9 Written policy governs timing and conditions for submitting evidence to a forensic laboratory.

Finding(s):

- ☐ Standard met. Chapter OF10 Evidence.

Recommendation(s): None.

Opportunities for Improvement: None.

D9 TRAFFIC**D9.1 MANAGEMENT**

D9.1.1 Written policy establishes a traffic function.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Functions.

D9.1.2 Written policy establishes procedures for maintaining liaison with agencies or groups involved in traffic safety.

Finding(s):

- ☐ Standard met. Chapter OJ100 Traffic Safety Liaison.

D9.1.3 The department has a traffic record system containing:

- *traffic accident data;*
- *traffic enforcement data; and,*
- *traffic safety education reports.*

Finding(s):

- ☐ **Standard not met. No written policy. Esquimalt Police Department should consider using the traffic report system on the HTE CHIEFS computer.**

D9.1.4 Written policy governs the department's selective traffic enforcement activities, and includes an analysis of:

- *traffic accidents;*
- *traffic enforcement activities;*
- *public concerns; and,*
- *incidents involving pedestrians, cyclists, off-road vehicles, and parking.*

Finding(s):

- ☐ **Standard not met. No complete written policy. Chapter OJ10 Traffic Function does not include analysis.**

D9.1.5 Written policy governs traffic enforcement activities.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.1.6 Written policy governs procedures for transmitting accident and enforcement data to local or regional traffic engineering authorities.

Finding(s):

- ☐ **Standard not met. Chapter OJ10 Traffic Function does not include enforcement data being transmitted to municipal engineering authorities.**

Recommendation(s):

26. That the Esquimalt Police Department develop a traffic record system containing:
 - traffic accident data;
 - traffic enforcement data; and,
 - traffic safety education reports
 in compliance with Standard D9.1.3.
27. That the Esquimalt Police Department develop written policy that governs the department's selective traffic enforcement activities, and includes an analysis of:
 - traffic accidents;
 - traffic enforcement activities;
 - public concerns; and,
 - incidents involving pedestrians, cyclists, off-road vehicles, and parking
 in compliance with Standard D9.1.4.
28. That the Esquimalt Police Department develop written policy that governs procedures for transmitting accident and enforcement data to local or regional traffic engineering authorities in compliance with Standard D9.1.6.

Opportunities for Improvement:

That the Esquimalt Police Department activate the traffic report system on the HTE CHIEFS computer.

D9.2 OPERATIONS

D9.2.1 Written policy establishes uniform procedures for taking enforcement action, including:

- arrests;
- 24 hour prohibitions from driving;
- tickets;
- written warnings (if used); and,
- multiple violations.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.2 Written policy establishes procedures for handling traffic law violations committed by:

- young persons; and,
- foreign diplomats/consular officials.

Finding(s):

- ☐ Standard not met. Chapter OJ10 Traffic Function does not include young persons.

D9.2.3 Written policy establishes procedures governing accountability of traffic tickets.

Finding(s):

- ☐ Standard not met. Chapter OJ10 Traffic Function needs to include security of the ticket from issuance to Court disposition.

D9.2.4 Written policy establishes procedures for the disposition of vehicles where the driver is operating a vehicle after driving privileges have been revoked or suspended.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.5 Written policy governs the use of speed-measuring devices and breathalyzer instruments in traffic enforcement activities, and includes:

- operator training and certification; and,
- maintenance.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.6 Written policy establishes procedures for the investigation of persons detained for driving while impaired by alcohol or drugs.

Finding(s):

- ☐ Standard met. Chapter OJ130 Impaired Driving.

D9.2.7 Written policy establishes procedures for identification and referral of drivers recommended for reexamination by licensing authorities.

Finding(s):

- ☐ Standard met. Chapter OJ30 Drivers Licence.

D9.2.8 Written policy governs accident reporting, investigation and enforcement, including accidents involving:

- death or injury;
- property damage;
- hit and run;
- impairment due to alcohol or drugs;
- hazardous materials;
- accidents occurring on private property; and,
- police vehicles.

Finding(s):

- ☐ **Standard not met. Chapter OJ10 Traffic Function does not include impairment due to alcohol or drugs, or accidents on private property.**

D9.2.9 Written policy governs police response to the scene of an accident.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.10 Written policy governs the use of expert and technical assistance in accident investigations.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.11 Written policy governs the use of high-visibility clothing when directing traffic.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.12 Written policy governs the use of temporary traffic control devices where the original devices have been rendered inoperative.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.13 Written policy governs provision of police traffic escorts.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.14 Written policy describes circumstances warranting the use of roadblocks and specifies procedures for implementation.

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.15 *Written policy governs reporting procedures related to traffic hazards.*

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.16 *Written policy governs the department's handling or referral of complaints or suggestions concerning traffic engineering deficiencies.*

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.17 *Written policy specifies procedures for obtaining mechanical assistance or towing services.*

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.18 *Written policy specifies procedures for the handling of abandoned vehicles.*

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.19 *Written policy governs the removal and towing of vehicles.*

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

D9.2.20 *Written policy requires that a record be maintained of all vehicles removed or towed at the direction of the department.*

Finding(s):

- ☐ Standard met. Chapter OJ10 Traffic Function.

Recommendation(s):

29. That the Esquimalt Police Department develop written policy that establishes procedures for handling traffic law violations committed by:
 - young persons; and,
 - foreign diplomats/consular officials
 in compliance with Standard D9.2.2.
30. That the Esquimalt Police Department develop written policy that establishes procedures governing the accountability of traffic tickets in compliance with Standard D9.2.3.
31. That the Esquimalt Police Department develop written policy that governs accident reporting, investigation and enforcement, including accidents involving:
 - death or injury;
 - property damage;
 - hit and run;
 - impairment due to alcohol or drugs;
 - hazardous materials;
 - accidents occurring on private property; and,
 - police vehicles
 in compliance with Standard D9.2.8.

Opportunities for Improvement: None.

D10 COMMUNITY SERVICES

D10.1 PUBLIC INFORMATION

The release of news to the media facilitates police efforts to keep the public well informed of current events and crime trends. As well, good media relations encourage media involvement in community policing initiatives.

The Esquimalt Police Department produces a weekly capsule of activities and provide an information release at 11:00 a.m. on Mondays through the office of the Deputy Chief Constable. The Esquimalt Police Department appears to have a good working relationship with the local media outlets.

- D10.1.1 *Written policy establishes a public information function, and includes:*
- *assisting news personnel in covering both routine news stories and on-scene incidents;*
 - *being available for on-call responses to the news media;*
 - *preparing and distributing department news releases; and,*
 - *arranging for, and assisting at news conferences.*

Finding(s):

- ☐ Standard met. Chapter OM10 Public Information.

- D10.1.2 *Written policy establishes the procedures for press releases.*

Finding(s):

- ☐ Standard met. Chapter OM90 Media Relations.

- D10.1.3 *Written policy identifies those within the department who may release information to the news media.*

Finding(s):

- ☐ Standard met. Chapter OM90 Media Relations.

- D10.1.4 *Written policy governs the access of news media representatives within crime scene parameters.*

Finding(s):

- ☐ **Standard not met. Chapter OM90 Media Relations needs to provide more specific information that provides direction for members.**

- D10.1.5 *Written policy specifies the information regarding ongoing criminal investigations that may be released to the news media.*

Finding(s):

- ☐ Standard met. Chapter OM90 Media Relations.

Recommendation(s):

32. That the Esquimalt Police Department develop written policy that governs access of news media representatives within crime scene parameters in compliance with Standard D10.1.4.

Opportunities for Improvement: None.

D10.2 COMMUNITY RELATIONS

The Community Relations function reports to the Deputy Chief Constable. The section was recently increased to two members from one. An Acting Corporal is in charge of this section with a subordinate Constable. Both officers also serve as School Liaison members for the Department.

In addition, many Esquimalt members volunteer their time to assist with community events with a view to improving the quality of life in Esquimalt. Several members also provide athletic coaching in the schools.

D10.2.1 *Written policy establishes a community relations function within the department.*

Finding(s):

- ☐ Standard met. Chapter OM20 Community Relations. Esquimalt Police Department has increased this section to two members.

D10.2.2 *A survey of citizen attitudes and opinions is conducted at least every five years with respect to the following:*

- *overall department performance;*
- *overall competence of department employees;*
- *officers' attitudes and behaviour toward citizens;*
- *concern over safety and security in the department's service area as a whole;*
- *concern over safety and security in the area where the respondent lives; and,*
- *recommendations and suggestions for improvements.*

Finding(s):

- ☐ Standard met. The B.C. Police Commission conducted the most recent citizens' survey in the Spring of 1997. See the February 1998 Interim Issues Report for a summary of findings. In general, the department received high service ratings from Esquimalt citizens.

Recommendation(s): None.

Opportunities for Improvement: None.

D10.3 SCHOOL LIAISON

The Township of Esquimalt has five schools within its boundaries. The two Community Relations Officers work extensively with the area schools. Some regular duty members assist with school programs such as "Rock Solid" and athletics on off-duty time.

This positive interaction between police and students is an important step in the overall education process. Positive and regular interaction increases student/youth understanding of the police role and purpose. The Esquimalt Police can also identify and proactively rectify problems.

D10.3.1 *Written policy requires the department to have a school liaison function.*

Finding(s):

- ☐ Standard met. Chapter OM30 School Liaison.

D10.3.2 *The department assists school authorities in student traffic safety patrol programs.*

Finding(s):

- ☐ Standard met. Chapter OM30 School Liaison.

Recommendation(s): None.

Opportunities for Improvement: None.

D10.4 CRIME PREVENTION

- D10.4.1** *Written policy establishes a crime prevention function and defines the relationships between all organizational elements of the department in pursuing crime prevention activities.*

Finding(s):

- ☐ Standard met. Chapter OM40 Crime Prevention.

- D10.4.2** *Written policy establishes the department's crime prevention priorities by crime type and geographic area, based on an analysis of local crime data.*

Finding(s):

- ☐ Standard met. Chapter OM40 Crime Prevention.

Recommendation(s): None.

Opportunities for Improvement: None.

D10.5 VICTIM ASSISTANCE PROGRAM

The Esquimalt Police Department is a participating member of the Greater Victoria Victim Services Society (GVVSS). The GVVSS is police based and is represented by seven community board members as well as a police member from each participating police agency. GVVSS is a registered society funded by the Ministry of Attorney General, participating municipalities and private donors.

In addition to proportionate funding, the Esquimalt Police Department provides in-kind services such as office space and stationery for the GVVSS volunteers that work out of the Esquimalt police station. In addition to the volunteer office hours, the GVVSS provides a 24 hour crisis response team and training for volunteers and officers on issues such as criminal harassment and domestic violence.

The Inspection Team learned through interviews with Victim Services staff that the Esquimalt Police Department utilizes the program extensively and has positive relations with GVVSS staff and volunteers.

D10.5.1 *Written policy establishes and describes the department's victim assistance program.*

Finding(s):

- ☐ Standard met. Chapter OM50 Victim Assistance.

D10.5.2 *Written policy describes the selection criteria for non-sworn personnel and volunteers working within the victim assistance program.*

Finding(s):

- ☐ Standard met. GVVSS maintains appropriate policy.

D10.5.3 *Written policy establishes procedures for cooperation and coordination between the victim assistance program and other department components or functions.*

Finding(s):

- ☐ Standard met. Chapter OM50 Victim Assistance.

D10.5.4 *Written policy establishes procedures for informing crime victims of the following:*

- *case status (e.g., "open" or "closed");*
- *change in case status;*
- *submission of reports to crown counsel; and,*
- *victim assistance programs including information concerning criminal injuries compensation.*

Finding(s):

- ☐ Standard met. Chapter OM50 Victim Assistance.

Recommendation(s): None.

Opportunities for Improvement:

Consideration should be given to naming the position responsible to represent Esquimalt Police Department on the GVVSS Board.

D10.6 COMMUNITY POLICING

The Esquimalt Police Department has little documentation to support the Department's commitment to community policing. Staff interview responses indicate confusion between the department's established, extensive and valuable community relations efforts and the philosophy/implementation of community policing.

Strategies implemented to date, such as problem oriented policing and Neighbourhood Watch Programs, are certainly a step in the right direction in the area of community policing for the EPD.

Community policing is the responsibility of all members of the Esquimalt Police Department. However, the onus is on senior management to lead, educate and nurture members on the philosophy of community policing in order for it to be truly successful.

D10.6.1 *Written policy establishes the department's direction involving the community, in partnership with the police, to identify and resolve problems of crime and disorder.*

Finding(s):

- ☐ Standard met. Chapter OM70 Community Partnership.

Recommendation(s): None.

Opportunities for Improvement: None.

D11 YOUNG PERSONS AND CHILDREN**D11.1 MANAGEMENT**

The arrest of young persons is to be conducted in the same manner as adults while complying with the additional obligations imposed by current provisions of the *Young Offenders Act* in areas of taking statements, detention, release, records, notification, and discharge. A regular review of all legislation and Department policy is essential to keep members properly informed.

D11.1.1 *Written policy establishes provisions for review of the department policy and procedure in relation to the Young Offenders Act.*

Finding(s):

- ☐ **Standard not met. No written policy.**

Recommendation(s):

33. That the Esquimalt Police Department develop written policy that establishes provisions for review of the department policy and procedure in relation to the *Young Offenders Act* in compliance with Standard D11.1.1.

Opportunities for Improvement: None.

D11.2 OPERATIONS

D11.2.1 *Written policy governs the arrest or detention of young persons.*

Finding(s):

- ☐ **Standard met. Chapter OD180 Young Persons.**

D11.2.2 *Written policy establishes procedures regarding young persons who have been taken into custody, and includes:*

- *notifying the young persons immediately of their constitutional rights; and,*
- *notifying the young persons' parents or guardians.*

Finding(s):

- ☐ Standard met. Chapter OD180 Young Persons.

D11.2.3 *Written policy governs procedures for interviewing young persons, and includes provision for the following:*

- *consulting with legal counsel, parents, guardians, relatives, or other appropriate adult; and,*
- *use of appropriate statement forms.*

Finding(s):

- ☐ Standard met. Chapter OD180 Young Persons.

D11.2.4 *Written policy establishes procedures regarding fingerprints, photographs, and other forms of identification pertaining to young persons.*

Finding(s):

- ☐ Standard met. Chapter OD180 Young Persons.

D11.2.5 *Written policy establishes procedures for department records pertaining to young persons, and includes:*

- *purging of records; and,*
- *disclosure of records.*

Finding(s):

- ☐ **Standard not met. Chapter OD180 Young Persons needs to include purging of young offenders' records and identification of the position responsible for this function.**

D11.2.6 *Written policy designates a position as accountable for young offender records.*

Finding(s):

- ☐ **Standard not met. No written policy.**

D11.2.7 *Written policy governs procedures regarding children apprehended for their own protection.*

Finding(s):

- ☐ Standard met. Chapter OD180 Young Persons.

Recommendation(s):

34. That the Esquimalt Police Department develop written policy that establishes procedures for department records pertaining to young persons, and includes:
- purging of records; and,
 - disclosure of records
- in compliance with Standard D11.2.5.
35. That the Esquimalt Police Department develop written policy that designates a position as accountable for young offenders records in compliance with Standard D11.2.6.

Opportunities for Improvement: None.

D12 DISASTERS AND CIVIL DISTURBANCES

D12.1 MANAGEMENT

An effective emergency response is a result of good planning, preparedness, and response. The Esquimalt Police Department must develop a manual/plan that governs departmental response to disasters and civil disturbances.

D12.1.1 *Written policy specifies a position in the department responsible for planning for response to disasters and civil disturbances.*

Finding(s):

- ☐ Standard met. Chapter OA10 Disasters and Civil Disturbances.

D12.1.2 *The department has a written plan for responding to disasters and civil disturbances, and includes provisions for the following as applicable:*

- availability for command (order of precedence);
- communications;

- *field command posts;*
- *casualty information;*
- *court and crown counsel liaison;*
- *community relations/public information (media briefings);*
- *general liaison (with other departments);*
- *legal considerations;*
- *other police support;*
- *military support;*
- *public facility security;*
- *traffic control;*
- *young offenders;*
- *equipment requirements;*
- *de-escalation procedures;*
- *transportation;*
- *arrest/confinement procedures;*
- *debriefing and documentation; and,*
- *medical and fire services.*

Finding(s):

- ☐ **Standard not met. No written policy.**

D12.1.3 *The department has a written emergency mobilization plan, which includes provisions for:*

- *communications;*
- *alert stages;*
- *primary and alternative assembly areas;*
- *equipment distribution;*
- *special task force activation;*
- *key personnel designations;*
- *transportation requirements;*
- *management and control; and,*
- *rehearsals.*

Finding(s):

- ☐ **Standard not met. No written policy.**

D12.1.4 *The department maintains liaison with emergency program authorities.*

Finding(s):

- ☐ **Standard not met. Liaison with emergency program authorities is not adequate. The disaster planning and response manual issued by the Ministry of Attorney General will provide direction.**

D12.1.5 *The department has an emergency operations manual for use by command officers, which is reviewed and updated at least annually.*

Finding(s):

- ☐ **Standard not met. An adequate manual is not in place.**

D12.1.6 *Written policy establishes a contingency plan concerning an emergency situation at any detention facility within the department's service area.*

Finding(s):

- ☐ **Not applicable. No detention facilities are located within the Esquimalt Police Department jurisdiction.**

D12.1.7 *The department's civil disturbance plan includes the following provisions for carrying out mass arrests:*

- *processing (to include booking);*
- *transportation;*
- *detention;*
- *evidence collection;*
- *security;*
- *identification;*
- *interdepartment agreements;*
- *defence counsel visits;*
- *court and prosecutorial liaison;*
- *media relations/public information;*
- *food, water, and sanitation; and*
- *medical treatment.*

Finding(s):

- ☐ **Standard not met. An adequate plan is not in place.**

D12.1.8 *Written policy requires procedures for responding to industrial relations disputes and/or acts of civil disobedience.*

Finding(s):

- ☐ **Standard not met. There is no adequate written policy.**

Recommendation(s):

36. That the Esquimalt Police Department develop a written plan for responding to disasters and civil disturbances in compliance with Standard D12.1.2.
37. That the Esquimalt Police Department develop a written emergency mobilization plan in compliance with Standard D12.1.3.
38. That the Esquimalt Police Department maintain liaison with emergency program authorities in compliance with Standard D12.1.4.
39. That the Esquimalt Police Department develop an emergency operations manual for use by command officers, which is reviewed and updated at least annually in compliance with Standard D12.1.5.
40. That the Esquimalt Police Department civil disturbance plan include provisions for carrying out mass arrests in compliance with Standard D12.1.7.
41. That the Esquimalt Police Department develop written policy that requires procedures for responding to industrial relations disputes and/or acts of civil disobedience in compliance with Standard D12.1.8.

Opportunities for Improvement: None.

D13 TACTICAL OPERATIONS

D13.1 MANAGEMENT

The Esquimalt Police Department is a member of the Greater Victoria Emergency Response Team (ERT). The five municipal departments within the Capital Regional District fund the ERT.

The ERT is based at the Victoria Police Department and is manned by participating agencies through competitions. The Esquimalt Police Department has one member on the team at this time.

- D13.1.1 *The department has a special operations function for conducting:***
- *deployment of emergency response teams (ERT); and*
 - *deployment of negotiation teams.*

Finding(s):

- ☐ Standard met. Greater Victoria Emergency Response Team Policy Manual.

- D13.1.2 *Written policy establishes procedures for governing tactical operations, and includes:***
- *emergency response teams (ERT);*
 - *vice and organized crime raids;*
 - *hostage negotiation;*
 - *special purpose vehicles;*
 - *bomb disposal;*
 - *bomb threats;*
 - *coverage of special events;*
 - *VIP protection;*
 - *coverage of disasters; and,*
 - *coverage of civil disorders.*

Finding(s):

- ☐ Standard met. ERT Policy Manual.

- D13.1.3** *If the department has an emergency response team, a written policy governs the minimum number of team members necessary to respond to various types of incidents.*

Finding(s):

- ☐ Standard met. ERT Policy Manual.

- D13.1.4** *Written policy governs procedures for deploying ERT officers to supplement other operation components or functions.*

Finding(s):

- ☐ Standard met. ERT Policy Manual.

- D13.1.5** *Written policy establishes procedures for cooperation and coordination between ERT and other operational components or functions.*

Finding(s):

- ☐ Standard met. ERT Policy Manual.

Recommendation(s): None.

Opportunities for Improvement: None.

D13.2 OPERATIONS

- D13.2.1** *Written policy establishes criteria for selection of officers assigned to ERT operations.*

Finding(s):

- ☐ **Standard not met. Esquimalt Police Department needs to develop written policy to establish selection criteria notwithstanding the Greater Victoria ERT Policy Manual.**

- D13.2.2** *Written policy requires that officers assigned to ERT be tested at least annually to determine fitness.*

Finding(s):

☐ Standard not applicable.

D13.2.3 *If the department has an emergency response team, the department provides specialized equipment for its operations.*

Finding(s):

☐ Standard not applicable.

D13.2.4 *If the department has an emergency response team, the department maintains a secure vehicle for the storage and transportation of its supplies and specialized equipment.*

Finding(s):

☐ Standard not applicable.

D13.2.5 *The department has a written plan for handling hostage and barricaded persons situations, and includes provisions for the following as applicable:*

- *notification of ERT personnel;*
- *notification of appropriate persons within and outside the department, such as command officers, dog handlers, or helicopter pilots;*
- *establishment of an inside and outside perimeter;*
- *evacuation of injured victims;*
- *evacuation of bystanders;*
- *establishment of a command post and chain of command;*
- *request for ambulance, rescue, or fire equipment;*
- *authorization for news media access, and news media policy;*
- *authorization for use of force and chemical agents;*
- *communication with the barricaded person;*
- *interaction between ERT and hostage negotiation personnel and responsibilities of each;*
- *communications with other departments;*
- *list of negotiable items and non-negotiable items;*
- *provision for chase/surveillance vehicles and control of travel routes; and,*
- *debriefing and documentation.*

Finding(s):

- ☐ Standard met. ERT Policy Manual.

D13.2.6 *Written policy specifies criteria for selection and deployment of hostage negotiators.*

Finding(s):

- ☐ Standard met. ERT Policy Manual.

D13.2.7 *The department has, or has access to, a bomb disposal operation and has a written plan for handling a bomb threat or emergency, including:*

- *designating the bomb disposal unit commander as officer in charge of the situation;*
- *role of personnel in ascertaining details from the bomb threat caller;*
- *notification of persons in the department chain of command;*
- *establishment of a security perimeter;*
- *organization of search teams;*
- *search procedures;*
- *equipment required by search teams;*
- *if a suspected device is located, notification of bomb disposal personnel;*
- *evacuation policy in schools and other buildings;*
- *coordination with the fire department;*
- *coordination with investigators or evidence specialists;*
- *communications procedures during periods of radio silence; and,*
- *debriefing and documentation.*

Finding(s):

- ☐ Standard met. Chapter OA70 Bombs/Explosives.

D13.2.8 *The department has a written plan for handling the security of VIP's and security risks, which may include provisions for the following:*

- *designation of a single person or position as supervisor and coordinator of any given security detail;*
- *equipment requirements including vehicles, body armour for VIP's and security officers, and weapons for officers;*
- *planning and reconnoitering travel routes and alternates;*
- *courtroom security liaison;*
- *advance inspection of sites and facilities;*

- *arrangements for gathering intelligence information;*
- *coordination of operations within the department and with outside departments;*
- *identification of emergency first-aid, ambulance, and medical facilities;*
- *communications; and,*
- *identification by designation (such as lapel pins).*

Finding(s):

- ☐ Standard met. Chapter OK30 Security Risks.

D13.2.9 *The department has a written plan for handling special events, which includes provisions for the following:*

- *designation of a single person or position as supervisor and coordinator;*
- *estimate of traffic, crowd control, and crime problems expected;*
- *traffic direction and control;*
- *use of special operations personnel;*
- *logistics requirements;*
- *VIP escort;*
- *coordination inside and outside the department; and,*
- *debriefing and documentation.*

Finding(s):

- ☐ Standard met. Chapter OK40 Special Events.

Recommendation(s):

42. That the Esquimalt Police Department develop written policy that establishes criteria for selection of officers assigned to ERT operations in compliance with Standard D13.2.1.

Opportunities for Improvement: None.

D14 PRISONER TRANSPORTATION**D14.1 MANAGEMENT**

The Esquimalt Police Department has one patrol wagon as well as security cages in marked police vehicles to assist in preventing injuries to police members and to prisoners.

D14.1.1 *Written policy requires that information relating to a prisoner's escape or suicide potential or other personal traits of a security nature be included in the documentation that accompanies the prisoner during transport.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

Recommendation(s): None.

Opportunities for Improvement: None.

D14.2 OPERATIONS

D14.2.1 *Written policy requires that vehicles used for transporting prisoners on a regular basis are modified to minimize opportunities for the prisoner to escape and to separate the driver from the prisoner by a safety barrier.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D14.2.2 *Written policy requires a search of each prisoner prior to being transported.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D14.2.3 *Written policy requires the search of transport vehicles before and after transporting prisoners.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D14.2.4 *Written policy describes the security and control of prisoners transported to medical care facilities for treatment or examination.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D14.2.5 *Written policy requires that the department notify the sheriff of the court when a prisoner to be transported to court is considered a security hazard.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D14.2.6 *Written policy governs transport of prisoners by an officer of the opposite sex, with exceptions defined.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D 14.2.7 *Written policy describes methods used in transporting mentally disturbed, handicapped, sick or injured prisoners.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D14.2.8 *Written policy requires prisoners to be restrained during transport, with exceptions noted.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

D14.2.9 *Written policy describes the use of restraining devices on mentally disturbed, handicapped, sick or injured prisoners.*

Finding(s):

- ☐ Standard met. Chapter OI10 Prisoner Transportation.

Recommendation(s): None.

Opportunities for Improvement: None.

Part VI. STANDARD E SUPPORT SERVICES**E1 DETENTION FACILITY**

The Esquimalt Police Department has a formal written agreement with the Victoria Police Department for use of their detention facility for all prisoners. Therefore, the standards applying to detention facilities were not examined.

E1.1 MANAGEMENT

E1.1.1 Written policy establishes responsibility for the operation and maintenance of the detention facility.

E1.1.2 Written policy governs access of persons to the detention facility.

E1.2 PHYSICAL PLANT

E1.2.1 Written policy governs access of persons to the detention facility.

E1.2.2 Detention facilities provide the following minimum conditions for prisoners:

- *sufficient lighting;*
- *circulation of air in accordance with local public health standards;*
- *access to a toilet, wash basin or shower, and drinking water; and,*
- *a bed and bedding for each prisoner held in excess of eight hours.*

Recommendation(s):

Opportunities for Improvement:

E1.3 SAFETY AND SANITATION

E1.3.1 Written policy describes fire prevention practices and procedures for the detention facility.

E1.3.2 The type and location of fire protection equipment is approved in writing by provincial or local fire officials.

E1.3.3 Written policy requires the documented inspection and testing of fire protection equipment in accordance with documented applicable regulations and legislation.

E1.3.4 There is a written and posted emergency evacuation plan for the facility and a designated and signed emergency exit directing the evacuation of persons to hazard-free areas.

E1.3.5 Written policy requires a sanitation inspection of the facility.

E1.4 OPERATIONS

E1.4.1 Written policy governs the securing of firearms in the holding facility.

E1.4.2 Written policy requires a documented security check, including a search for weapons, prior to each use of an unoccupied cell.

E1.4.3 Written policy requires a documented security inspection, including a search for weapons, of the holding facility at least weekly.

E1.4.4 There is a security alarm system linked to a designated control point.

E1.4.5 There is a video surveillance and recording system for all prisoner booking areas.

E1.4.6 Written policy describes procedures to be followed in the event of an escape.

E1.4.7 Written policy requires that a search be made of all prisoners before entry into a cell, and that a written, itemized inventory be made of all property taken from a prisoner.

E1.4.8 A booking form is completed for every person booked into the facility.

E1.4.9 Written policy requires that young persons are detained separately from adult prisoners.

E1.4.10 Written policy requires that female prisoners are detained separately from male prisoners.

- E1.4.11 Written policy describes methods for handling, detaining, and segregating persons under the influence of alcohol or other drugs or who are violent or self-destructive.*
- E1.4.12 Written policy describes space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the detention facility.*
- E1.4.13 Written policy governs the return of property to prisoners upon release.*
- E1.4.14 Written policy requires a journal to be maintained by detention facility personnel, in which significant or unusual occurrences are recorded, in addition to all detention facility inspections required by these standards.*

E1.5 MEDICAL AND HEALTH CARE SERVICES

- E1.5.1 Written policy identifies the policies and procedures to be followed when a prisoner is in need of medical assistance.*
- E1.5.2A first aid kit is available in the detention facility, and is subjected to a documented weekly inspection and replenished as necessary.*
- E1.5.3 Written policy governs the dispensing of pharmaceuticals or other medical treatment, within the facility by department employees.*
- E1.5.4 Written policy establishes procedures to be followed when a prisoner has an infectious disease.*
- E1.5.5 Written policy establishes procedures to be followed when a prisoner is of questionable consciousness.*
- E1.6 POLICE RESPONSIBILITIES REGARDING PRISONERS**
- E1.6.1 Written policy requires that a prisoner's opportunity for lawful release from custody is not impeded.*
- E1.6.2 Written policy ensures confidential access to counsel.*

E1.6.3 Written policy sets forth procedures for a prisoner's access to a telephone, telephone directory and legal aid assistance.

E1.6.4 Three meals are provided to all prisoners in the facility during each 24 hour period.

E1.7 SUPERVISION OF PRISONERS

E1.7.1 Written policy requires the constant monitoring of prisoners by department staff.

E1.7.2 Written policy requires that each prisoner be visually checked frequently by department staff.

E1.7.3 Written policy specifies procedures when prisoners are supervised by a staff member of the opposite sex.

E1.7.4 Written policy governs prisoners' visitations and describes procedures for registering visitors to the facility and for searching visitors.

E2 COMMUNICATIONS

E2.1 MANAGEMENT

E2.1.1 Written policy establishes the department's communications component.

Finding(s):

- ☐ Standard met. The Senior Clerk Communicator reports directly to the Chief Constable on management of communications.

E2.1.2 Written policy establishes the department's communications activities, and includes:

- *radio communications;*
- *telephone communications;*
- *automated data communications; and,*
- *alarm monitoring.*

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.1.3 Written policy establishes the authority and responsibilities of personnel assigned to the communications component.

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.1.4 Written policy limits access to the communications centre to authorized personnel.

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.1.5 Written policy establishes procedures for routine telephone line load studies.

Finding(s):

- ☐ **Standard not met. Chapter OO10 Communications/Operations mentions line load studies, it does not articulate procedures with respect to conducting them.**

E2.1.6 Written policy establishes procedures for recording department radio transmissions and emergency telephone conversations within the communications centre.

Finding(s):

- ☐ **Standard not met. Esquimalt Police Department does not have the equipment in its communications centre.**

E2.1.7 Written policy establishes criteria and procedures for reviewing recorded conversations.

Finding(s):

- ☐ **Standard not met. No written policy.**

Recommendation(s):

- 43. That the Esquimalt Police Department develop written policy that establishes procedures for routine telephone line load studies in compliance with Standard E2.1.5.
- 44. That the Esquimalt Police Department develop written policy that establishes procedures for recording department radio transmissions and emergency telephone conversations within the communication centre in compliance with Standard E2.1.6.
- 45. That the Esquimalt Police Department develop written policy that establishes criteria and procedures for reviewing recorded conversations in compliance with Standard E2.1.7.

Opportunities for Improvement: None.

E2.2 OPERATIONS

E2.2.1 Written policy establishes procedures for performing telephone and automated data communications functions.

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.2.2 Written policy establishes radio communication procedures.

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.2.3 Communications personnel have immediate access to at least the following departmental resources:

- officer in charge;
- duty roster of all personnel;
- telephone numbers of all department personnel; and,
- telephone numbers of all emergency service agencies.

Finding(s):

- ☐ Standard met. Dispatchers prepare a daily duty roster.

E2.2.4 Written policy establishes procedures for obtaining necessary services external to the department.

Finding(s):

- ☐ Standard met. Special Services Manual.

E2.2.5 Written policy establishes procedures for prompt handling and appropriate routing of misdirected emergency calls.

Finding(s):

- ☐ Standard met. Appropriate policy located in the regional 9-1-1 Manual.

E2.2.6 Written policy specifies the information to be recorded when a police officer responds to a request for service, including:

- *date and time of request;*
- *name, address and phone number of complainant (if possible);*
- *type of incident reported;*
- *location of incident reported;*
- *time of dispatch;*
- *time of officer arrival;*
- *time of officer return to service; and,*
- *disposition or status of reported incident.*

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.2.7 When the police department responds to a request for service, a complaint control number is assigned.

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.2.8 Written policy requires officers to report their operational status.

Finding(s):

- ☐ Standard met. Chapter OO10 Communications/Operations.

E2.2.9A record is made of backup officers assigned to assist a primary officer.

Finding(s):

- ☐ Standard met. Back up officers are catalogued by the Dispatchers.

E2.2.10 The department has the capability of immediate playback of recorded telephone and radio conversations.

Finding(s):

- ☐ **Standard not met. Only 9-1-1 calls can be immediately played back.**

E2.2.11 Written policy specifies the department's role in monitoring and responding to private security alarms.

Finding(s):

- ☐ **Standard not met. No written policy.**

E2.2.12 The department's communications personnel have immediate access to tactical dispatching plans.

Finding(s):

- ☐ Standard met. Chapter OM10 Communications.

E2.2.13 Written policy specifies criteria for accepting and delivering emergency messages, and notifying next of kin of deceased, ill or injured persons.

Finding(s):

- ☐ **Standard not met. No written policy.**

E2.2.14 *The department maintains a current list of certified language interpreters.*

Finding(s):

- ☐ Standard met. Esquimalt Police Department has access to the AT&T language line.

Recommendation(s):

- 46. That the Esquimalt Police Department develop the capability of immediate playback of recorded telephone and radio conversations in compliance with Standard E2.2.10.
- 47. That the Esquimalt Police Department develop written policy that specifies the department's role in monitoring and responding to private security alarms in compliance with Standard E2.2.11.
- 48. That the Esquimalt Police Department develop written policy that specifies criteria for accepting and delivering emergency messages, and notifying next of kin of deceased, ill or injured persons in compliance with Standard E2.2.13.

Opportunities for Improvement: None.

E2.3 FACILITIES AND EQUIPMENT

E2.3.1 *Written policy specifies security measures for the communications centre, and includes;*

- *protecting equipment; and,*
- *providing for backup resources.*

Finding(s):

- ☐ **Standard not met. No adequate written policy.**

E2.3.2 *The department has an alternate source of electrical power sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source.*

Finding(s):

- ☐ Standard met.

E2.3.3 Maps detailing the department's service area are visually available to communications personnel.

Finding(s):

- ☐ Standard met. Appropriate maps are located in the communications centre.

E2.3.4 Officer status indicators are visually available to each communications operator.

Finding(s):

- ☐ Standard met.

E2.3.5 The department's telephone system is designed to separate emergency from non-emergency calls.

Finding(s):

- ☐ Standard met.

E2.3.6 The department has 24 hour two-way radio capability, providing continuous communication between the communications centre and officers on duty.

Finding(s):

- ☐ Standard met. Some dead spots are reported particularly on portable.

E2.3.7 The department's radio system is engineered to produce a 12-decibel or greater SINAI ratio to mobile receivers in 95 percent of the department's service area, and to portable radio receivers in 80 percent of the department's service area.

Finding(s):

- ☐ Standard met. Service provided by B.C. Transit meets or exceeds this Standard.

E2.3.8 The department has telecommunication services for people with special needs.

Finding(s):

- ☐ Standard met. Specialized equipment is in place to facilitate communication with the deaf.

Recommendation(s):

49. That the Esquimalt Police Department develop written policy that specifies security measures for the communications centre, and includes:
- protecting equipment; and,
 - providing for back up resources
- in compliance with Standard E2.3.1.

Opportunities for Improvement: None.

E3 RECORDS**E3.1 MANAGEMENT**

E3.1.1 Written policy establishes the department's central records component.

Finding(s):

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.2 Written policy establishes the department's central records functions, including:

- *report review;*
- *report control;*
- *report maintenance; and,*
- *report retrieval.*

Finding(s):

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.3 Written policy establishes a case status control system.

Finding(s):

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.4 Written policy establishes a system to account for the status of reports.

Finding(s):

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.5 Written policy requires the reporting of every incident in the following categories if the incident is alleged to have occurred in the department's service area:

- *reports of crimes;*
- *citizen complaints;*
- *citizen requests for services when an officer is dispatched;*
- *criminal and non-criminal cases initiated by police; and,*
- *incidents involving arrests or prosecution.*

Finding(s):

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.6 Written policy specifies:

- *the forms to be used in reporting; and,*
- *procedures to be followed in completing reports.*

Finding(s):

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.7 Written policy specifies procedures to be followed in supervisory review of field reports.**Finding(s):**

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.8 Written policy establishes criteria and procedures for the disclosure of information from departmental records.**Finding(s):**

- ☐ Standard met. Chapter AF10 Information Management.

E3.1.9 The department has a records retention schedule.**Finding(s):**

- ☐ Standard met. The retention schedule is held by records staff.

E3.1.10 Written policy specifies procedures for handling funds by records personnel, including:

- *designation of persons permitted to receive money;*
- *receipt procedures;*
- *accountability;*
- *security; and,*
- *audits.*

Finding(s):

- ☐ Standard met. Chapter AF50 Financial Records.

E3.1.11 *Written policy establish a classification system for the purpose of documenting security.*

Finding(s):

- ☐ Standard met. Chapter AF70 Security and Confidentiality.

Recommendation(s): None.

Opportunities for Improvement: None.

E3.2 OPERATIONS

E3.2.1 *Central records information is accessible to operations personnel at all times.*

Finding(s):

- ☐ Standard met. After hours access is available through the on duty Patrol NCO.

E3.2.2 *The department maintains an indexing system to all files.*

Finding(s):

- ☐ Standard met. File management occurs within the C.R.I.M.E.S. Information Management System.

E3.2.3 *The department maintains an index of found, recovered, and evidentiary property.*

Finding(s):

- ☐ Standard met. The department uses the "Evidence and Tracking" computer program to record details regarding property. In addition a hard copy filed by case number is maintained by the Senior Clerk Communications (SCC) and a copy of each exhibit report is filed

alphabetically noting the exhibit's bin number location. The SCC is the department's exhibit custodian.

E3.2.4 Written policy establishes procedures for maintaining a warrant and wanted persons file, and includes:

- *maintenance criteria;*
- *established criteria for receiving information from other jurisdictions;*
- *recording information in department files;*
- *reviewing and confirming information; and,*
- *canceling warrant and closing file.*

Finding(s):

- ☐ Standard met. Chapter AF20 Legal Process - Warrants/Subpoenas/Summons.

E3.2.5 Written policy establishes procedures to ensure that identifiable stolen property is entered on, and removed from the Canadian Police Information Centre (CPIC) in a timely manner.

Finding(s):

- ☐ **Standard not met. Written policy needs to establish who is responsible and when.**

E3.2.6 Written policy establishes procedures for maintaining records of traffic tickets.

Finding(s):

- ☐ Standard met. The SCC maintains a record of violation tickets issued by members, including used books. Originals are forwarded to Court.

E3.2.7 Written policy establishes criteria for recording arrest information, including:

- *preparing reports;*
- *fingerprinting; and,*
- *photographing.*

Finding(s):

- ☐ Standard met. Esquimalt Police Department contracts with the Victoria Police Department for this service.

E3.2.8 Written policy establishes procedures for collecting and submitting crime data to the national Uniform Crime Reporting program.

Finding(s):

- ☐ Standard met. Chapter AF80 Centralized Services.

E3.2.9 Written policy requires that records be maintained on the disposition of all cases where charges were laid.

Finding(s):

- ☐ Standard not met. No written policy.

E3.2.10 A record system maintained for criminal warrants permits 24 hour access.

Finding(s):

- ☐ Standard met. Chapter AF20 Legal Process - Warrants/Subpoenas/Summons.

E3.2.11 Information regarding each item of legal process is recorded, including the following elements:

- *date and time received;*
- *type of legal process;*
- *nature of document;*
- *source of document;*
- *person(s) named in document;*
- *officer assigned for service;*
- *date of assignment;*
- *file number; and,*
- *date service due.*

Finding(s):

- ☐ Standard met. The Communications Operator records this information.

E3.2.12 *Records on the service or execution of legal process documents include the following elements:*

- *date and time served;*
- *name of server;*
- *person on whom process was served or executed;*
- *method of service;*
- *location of service; and*

- *date of return to originator.*

Finding(s):

- ☐ Standard met. A cover sheet prepared by the Communications Operator contains this information. This sheet is attached to the process document.

E3.2.13 *Written policy requires that priorities be established for executing outstanding arrest warrants.*

Finding(s):

- ☐ Standard met. Chapter AF20 Legal Process - Warrants/ Subpoenas/Summons.

E3.2.14 *Written policy governs receipt, disbursement, and audit of funds administered for the legal process function.*

Finding(s):

- ☐ **Standard not met. Policy must specifically refer to funds as a result of service of legal process. Final disposition and audit responsibility need also be addressed.**

Recommendation(s):

50. That the Esquimalt Police Department develop written policy that establishes procedures to ensure that identifiable stolen property is entered and removed from the Canadian Police Information Centre (CPIC) in a timely manner in compliance with Standard E3.2.5.

51. That the Esquimalt Police Department develop written policy that requires that records be maintained on the disposition of all cases where charges were laid in compliance with Standard E3.2.9.
52. That the Esquimalt Police Department develop written policy that governs receipt, disbursement, and audit of funds administered for the legal process function in compliance with Standard E3.2.14.

Opportunities for Improvement: None.

E4 PROPERTY MANAGEMENT**E4.1 SEIZED AND FOUND PROPERTY**

E4.1.1 Written policy establishes a property management function.

Finding(s):

- ☐ Standard met. Chapter OF20 Property Seized and Found.

E4.1.2 All property stored by the department is within a designated secure area or areas, and conforms with all environmental requirements.

Finding(s):

- ☐ Standard met. A secure storage room is provided.

E4.1.3 The Department conducts an annual documented audit of seized and found property.

Finding(s):

- ☐ Standard met. The department conducts an annual audit of Property Seized and Found.

E4.1.4 Written policy requires that only authorized personnel have access to areas used by the department for storage of property.

Finding(s):

- ☐ Standard met. Chapter OF20 Property Seized and Found.

E4.1.5 Items of property requiring added protection (money, precious metals, jewellery, gemstones, weapons, narcotics, hazardous materials, and dangerous drugs), are stored in separate, locked, secure areas located within the department's property storage area or areas.

Finding(s):

- ☐ Standard not met. No written policy.

E4.1.6 Written policy requires the use of a detailed inventory relating to the acceptance, release, and destruction of narcotics and restricted drugs held by the department.

Finding(s):

- ☐ **Standard not met. No written policy.**

E4.1.7 Secure refrigerated storage is available for perishable items.

Finding(s):

- ☐ **Standard met.**

E4.1.8 Secure facilities are provided for storage of found, recovered, or evidentiary property during periods when the property room is closed.

Finding(s):

- ☐ **Standard met. Locked exhibit lockers are provided.**

E4.1.9 Final disposition of found, recovered, and evidentiary property is accomplished within twelve months after legal requirements have been satisfied.

Finding(s):

- ☐ **Standard met. Chapter OF20 Property Seized and Found.**

E4.1.10 Written policy governs the disposal of property held by the department.

Finding(s):

- ☐ **Standard met. Chapter OF20 Property Seized and Found.**

Recommendation(s):

53. That the Esquimalt Police Department acquire a separate lockable storage area within the department's property storage area for the storage of property requiring added protection in compliance with Standard E4.1.5.

54. That the Esquimalt Police Department develop written policy that requires the use of a detailed inventory relating to the acceptance, release, and destruction of narcotics and restricted drugs held by the department in compliance with Standard E4.1.6.

Opportunities for Improvement: None.

E4.2 DEPARTMENT-OWNED PROPERTY

E4.2.1 Written policy specifies the requisition and distribution of department property.

Finding(s):

- ☐ Standard met. Chapter AG10 Property Administration.

E4.2.2 Written policy requires a current inventory of department owned property.

Finding(s):

- ☐ Standard met. Chapter AG10 Property Administration.

E4.2.3 Written policy requires an annual analysis of police issue equipment to all field personnel, and includes:

- vehicles;
- emergency vehicle equipment;
- weapons, including equipment to carry or retain weapons and ammunition;
- uniform clothing; and,
- portable transceivers.

Finding(s):

- ☐ Standard met. Chapter AG10 Property Administration.

Recommendation(s): None.

Opportunities for Improvement: None.